

File #:

62-116395

Serial Scope:

34B Only

- 2 - Mr. J. A. Mintz
 (1 - Mr. J. B. Hotis)
 1 - Mr. W. R. Wannall
 1 - Mr. W. O. Cregar

The Attorney General

July 22, 1975

Director, FBI

- 1 - Mr. J. E. Reilly
 1 - Mr. H. W. Dare, Jr.

UNITED STATES SENATE SELECT
COMMITTEE ON INTELLIGENCE ACTIVITIES

Reference is made to memorandum from Senate Select Committee, dated April 30, 1975, and appendices thereto, requesting certain documents and other information from the FBI and subsequent request to this Bureau from Staff Member Mark Gitenstein.

Enclosed for your approval and forwarding to the Committee is the original of a memorandum containing a response to one of the Committee's requests.

A copy of this memorandum is being provided for your records.

Enclosures (2)

62-116395

- 1 - The Deputy Attorney General
 Attention: K. William O'Connor
 Special Counsel for
 Intelligence Coordination

HWD:lek/ek

(10)

ENCLOSURE

3 JUL 16 1975
 SEE NOTE PAGE TWO

Assoc. Dir. _____
 Dep. AD Adm. _____
 Dep. AD Inv. _____
 Dir. _____
 Min. _____
 Comp. Syst. _____
 Ext. Affairs _____
 Files & Com. _____
 Gen. Inv. _____
 Ident. _____
 Inspection _____
 Intell. _____
 Laboratory _____
 Plan. & Eval. _____
 Spec. Inv. _____
 Training _____
 Legal Coun. _____
 Telephone Rm. _____
 Director Sec'y _____

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 10/10/2000 BY SP-6/MLM/mf

MAR-16

MAIL ROOM ☒

TELETYPE UNIT ☐

The Attorney General

NOTE:

This matter has been coordinated with James E. Reilly, Training Division, who had contacted the various division representatives in an effort to obtain the specific forms requested by captioned Committee. During the canvass of division representatives throughout the Bureau, certain concerns were expressed concerning the furnishing of a few select forms to the Committee. However, after discussion regarding this matter, it was concluded that these specific forms would not endanger any sensitive methods or techniques currently being utilized by this Bureau. SA Howard W. Dare, Jr. has personally reviewed each form requested by the Committee and is in agreement with the above-mentioned conclusion. It should be noted that the Committee in its request for certain forms listed FD-185a - Performance Rating Guide for Clerical Personnel. FD-185a refers to Performance Rating Guide for Investigative Personnel. FD-185b refers to Performance Rating Guide for Clerical Personnel. Therefore, both FD-185a and FD-185b are being made available for the Committee staff, since it is not clear as to exactly which form the Committee desires. The following divisional representatives approved making available for review to the SSC attached respective divisional forms.

Division 1 - Frank B. Still
Division 2 - No Forms
Division 3 - Fred Woodworth
Division 4 - Homer Hauer
Division 5 - Howard W. Dare and Robert A. Bermingham
Division 6 - No Forms
Division 7 - Kier T. Boyd & John P. Wilgus
Division 8 - Edward H. Gooderham
Division 9 - No Forms
Division 10 - J. Allison Conley
Division 11 - No Forms
Division 12 - Charles D. Neudorfer

NOTE CONTINUED PAGE THREE

The Attorney General

NOTE CONTINUED:

After a review of the attached "FD" and "O" forms, by James E. Reilly and SA Howard W. Dare, Jr., it appears that no reason exists to deny the SSC access to these forms.

62-116395

2 - Mr. J. A. Mintz
(1 - Mr. J. B. Hotis)
1 - Mr. W. R. Wannall
1 - Mr. W. O. Cregar
1 - Mr. J. E. Reilly
1 - Mr. H. W. Dare, Jr.
July 2, 1975

UNITED STATES SENATE SELECT
COMMITTEE TO STUDY GOVERNMENTAL
OPERATIONS WITH RESPECT TO
INTELLIGENCE ACTIVITIES

RE: FILING SYSTEM

Reference is made to memorandum from captioned Committee dated April 30, 1975, and the appendices thereto, which contained requests for documents and other information from the FBI. In connection with Part four, concerning the FBI's filing system and printed forms utilized by this Bureau, a response was made to your request by our memorandum dated May 22, 1975, which forwarded to you Tables of Contents setting forth FBI forms currently being utilized.

Pursuant to subsequent request of Staff Member Mark Gitenstein that certain FBI forms be made available for review, please be advised that we currently have such material available for review at FBI Headquarters by appropriately cleared personnel of the Committee.

1 - The Attorney General

HWD:lek^{ck}
(9) ORIGINAL AND COPY SENT THE ATTORNEY GENERAL

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir.:
Admin. _____
Comp. Syst. _____
Ext. Affairs _____
Files & Com. _____
Gen. Inv. _____
Ident. _____
Inspection _____
Intell. _____
Laboratory _____
Plan. & Eval. _____
Spec. Inv. _____
Training _____
Legal Coun. _____
Telephone Rm. _____
Director Sec'y _____

ENCLOSURE

MAIL ROOM ☐

TELETYPE UNIT ☐

62-116395-348

GPO : 1975 O - 569-920

Volume I

FD-1c ~~X~~ Assignment Card

FD-4 ~~X~~ Routing Slip

FD-9 ~~X~~ Identification Record Request

FD-29a ~~X~~ Administrative Report

FD-37 ~~X~~ Explanation of Charge for Information

FD-56 ~~X~~ Stop Notice

FD-57 ~~X~~ Mail Cover Index Card

FD-61 ~~X~~ Identification Order or Check Circular Request

FD-67 ~~X~~ Acknowledgment of Transfer Orders

FD-122 ~~X~~ Recommendation for Preparation of, or change in, ADEX Card

FD-128 ~~X~~ Letter Changing Office of Origin in Security Cases

FD-132 ~~X~~ Request for Approval of Local Police School and/or Assignment of Bureau Instructors

FD-159 ~~X~~ Record of Information Furnished Other Agencies

FD-160 ~~X~~ Indices Search Slip

FD-165 ~~X~~ FBI Field Office Wanted-Flash-Cancellation Notice

☐ FD-185 ~~X~~ (b) Performance Rating Guide for Clerical Personnel

FD-186 ~~X~~ Memorandum re Posting of Information on ADEX Card

FD-190 ~~X~~ Interview Form

FD-192 ~~X~~ Bulky Exhibit - Inventory of Property Acquired as Evidence

FD-193 ~~X~~ Report of Exit Interview and Separation

FD-65 ~~X~~ Fugitive Form Letter

Volume II

FD-203 ~~X~~ Memorandum Requesting Investigation in Security Cases and Extremist Matters

FD-204 ~~X~~ Investigative Report

CLASSIFIED BY SP2 RMJ/mf
DECLASSIFY ON: 25X 6

MDR-16

1-2-1163 75-3458 HWD

SSC request
from Steve Markie
Mark Gatenstein
HWD

4/11/75

Volume II (cont.)

FD-209 ~~X~~ Memorandum for Recording Contacts with Criminal, Extremist, and Security Informants

FD-220 ~~X~~ Deserter Fugitive Airtel

FD-220a ~~X~~ Deserter Fugitive Airtel (copy for Armed Forces)

FD-221 ~~X~~ Confidential Fund Receipt Executed by Special Agent

FD-221a ~~X~~ Request for Funds for Payment to Informant

☐ FD-237 ~~X~~ Criminal Informant Review Sheet

☐ FD-238 ~~X~~ Security Informant Review Sheet

FD-251 ~~X~~ Film Pack Log

FD-263 ~~X~~ Cover Page Accompanying Investigative Report

FD-264 ~~X~~ Job Qualification Statement of Position of Radio Maintenance Technician

FD-297 ~~X~~ Log for Technical Surveillance

Volume III

FD-302 ~~X~~ Form for Reporting Information That May Become Testimony (preinserted carbon)

☐ FD-305 ~~X~~ Last Cover Page for ADEX Report

FD-306 ~~X~~ Cover Sheet for Informant Report or Material

FD-318 ~~X~~ Questionnaire for Applicants for Radio Maintenance Technician Positions

FD-320 ~~X~~ FBI Case Status Form

FD-334 ~~X~~ Crypto Log

FD-338 ~~X~~ Intraoffice Memorandum re Destruction of Channelizing Memoranda after Inclusion in Reports

FD-338a ~~X~~ Intraoffice Memorandum re Destruction of Channelizing Memoranda under 1-Year Rule

FD-342 ~~X~~ Dissemination Routing Slip - Local Intelligence Agencies

Volume III (cont.)

FD-348 ~~*~~ Informant Index Card
FD-356 ~~*~~ Request for Agency Check
FD-365 ~~*~~ Airtel - Summary of Complaint
FD-366 ~~*~~ Letterhead Memorandum Advising Secret Service of Change in Residence and/or Employment of Certain Bureau Subjects
FD-371 ~~*~~ Monthly Letter re Dissemination of Criminal Information
FD-374 ~~*~~ Monthly Progress Letter for Criminal Informant Program
FD-375 ~~*~~ Training Agreement
FD-377 ~~*~~ Extremist Informant Review Sheet
FD-379 ~~*~~ Request for Interview Authorization re Contact Cases
FD-380 ~~*~~ Personnel Record (Fingerprint Card) (formerly "No Number" form - Volume III)
FD-394 ~~*~~ Airtel, Criminal Intelligence Program (Monthly Summary of Accomplishments)
FD-398 ~~*~~ Verification of Information Concerning Bombing Suspects

Volume IV

FD-401 ~~*~~ Extremist or Security Informant Progress/Justification Letter
FD-405 ~~*~~ Extremist Informants Statistical Report
FD-405a ~~*~~ Areas of Informant Development
FD-405b ~~*~~ Informants Accomplishments
FD-406 ~~*~~ Authority to Release Information
FD-417 ~~*~~ Dissemination Routing Slip
FD-432 ~~*~~ Photograph Album, Extremist or Arab
FD-432a ~~*~~ Cover Letter for Form FD-432

Volume IV (cont.)

- ☒ FD-439 Quarterly Statistical Report of Security Informants
- ☒ FD-449 ☒ SOBIR - INS Record Check ^(S)
- FD-450 Computerized Telephone Number File (CTNF) Entry and Search Request
- ☒ FD-451 Security Informants, Assets, and Sources Monthly Status Report
- ☒ FD-451a Security Informant and Asset Accomplishments
- ☒ FD-451b Areas of Informant and Asset Development
- FD-460 Request for Advance of Funds
- FD-463 FM Radio Installation Data
- FD-464 Identification or Credential Card Request
- FD-472 Telephone Device Consent
- FD-473 Body Recorder/Transmitter Consent
- ☒ FD-478 List of Files Destroyed
- ☒ FD-479 Files and Records Destruction Order

Volume V

- ☒ F-12 Wanted-Flash-Cancellation Notice

IDENTIFICATION DIVISION

Volume I

1-39 X Stop Notice
Technical Section

1-40 X Letter Advising Domestic Contributors of Results of Fingerprint
Searches Conducted in Foreign Countries (thin white discontinued -
per Goodwin 5/16/72 - GR/fk)
Recording Section

1-42 X Stop Notice
Card Index Section

Volume V

1-381 X Routing Slip to Security Office or Intelligence Unit of Federal
Agencies re Sex Perverts and Persons Arrested for Major Crimes
Posting Section

ADMINISTRATION DIVISION

Volume II

3-117 X Analysis of Separation - Field Office and FBIHQ Personnel
Section, Personnel Services Unit, Personnel Actions Sub-
division

Volume III

3-313 X Automobile Sign-in and Sign-out Record (formerly 2-99) and
prior to that 3-313)
Mechanical Section

3-339 X Confidential Material Receipt
Mechanical Section, Stock Room

Volume IV

3-501 X Credential Work Sheet
Exhibits Section

Volume V

3-556 X Car Schedule
Front Office, Administrative Review Unit

Volume VI

3-617 X Telephonic Request re Credit or Service Record Inquiry Personnel
Section, Personnel Services Unit, Personnel Actions Subdivision

3-618 X Routine Resignation Acceptance Letter - Employment Agreement Ful-
filled (thin white and M&T blocked yellow available)
Personnel Section, Personnel Services Unit, Personnel Actions
Subdivision

3-619 X Routine Resignation Acceptance Letter - Employment Agreement Not
Fulfilled (thin white and M&T blocked yellow available)
Personnel Section, Personnel Services Unit, Personnel Actions
Subdivision

3-625 X Check-off List re Leads in Bureau Applicant Investigations
Personnel Section, Personnel Services Unit, Personnel Briefing,
SAC Memoranda and Agent Reallocation Unit

FILE AND COMMUNICATIONS DIVISION

Volume I

4-22 X Search Slip
Records Section, Name Searching Unit
Service Unit

4-22b X Search Slip (short)
Records Section, Name Searching Unit

4-31 X Stop Card
Records Section, Mail Room

4-50 X Serial Charge-Out
Records Section, Personnel Records

4-56 X Stop Card
Records Section, Personnel Records
Routing Unit

4-91 X Mail or Abstract Request
Records Section, Consolidation
Numbering

Volume III

4-312 X Permanent Serial Charge-Out (JUNE Mail)
Records Section, Filing Unit

4-356 X Agent Cover Sheet for File
Records Section, Personnel Records

4-508 X Individual Record for Work on Expedite Processing
Records Section, Routing Unit

Volume IV

4-650 X Memorandum to Determine Continued Maintenance of File in
Special File Room
Records Section, Filing Unit

4-651 X Expedite Processing Removal Record
Records Section, Routing Unit

4-674 X Serial Removal Charge Out - National Security
Electronic Surveillance File
Records Section, Filing Unit

4-677 X "Expedite Processing" Inquiry
Records Section, Routing Unit

FBI LABORATORY

Volume I

[7-46] (S) [Memorandum Transmitting Source 3 Material to the National Security Agency (unblocked original)] (S)

Volume II

7-50 X Frequency Count Form

7-66 X Technical Equipment Form (thin white and M&T blocked yellow available)

7-77 X Technical Experience (Performance Ratings)
Engineering Unit, Radio Engineering Section

7-79 X Letter Requesting Technical Information and Specifications
(bond, thin white with heading, and M&T blocked thin yellow available)
All Sections

Volume III

7-102 X COMSEC (Communications Security) Equipment Status
Cryptanalysis-Gambling-Translation Section

7-116 X Transmittal Letter for Return of Documents to Department of
Housing and Urban Development (thin white and M&T blocked
yellow available - per Mortimer 8/1/71)
Document Section

7-124 X Certification Concerning Use of Voiceprint
Examination Results (white bond only)
Radio Engineering Section, Security - Countermeasures Unit

INTELLIGENCE DIVISION

All forms included in this section.

EXTERNAL AFFAIRS DIVISION

Volume I

8-25X

Christmas Card Record Showing Number of Cards for Different Years - Sent, Received, Acknowledged (3x4 13/16 inches - per instructions of Miss Gandy) available in white for Director's personal cards; available in yellow and pink for use in Correspondence and Tours Section, External Affairs Division; formerly 4-406)
Director's Office; Correspondence Unit, Correspondence and Tours Section

Volume II

8-119X

Letter to Field Requesting Interesting Cases (I.C.)
Publications Unit, Research Section

8-159X

Media Contact Card
Front Office, Research Section

8-160X

Perforated Mail Tag for Director's Office and Mail Room (green)
Correspondence Review Unit, Correspondence and Tours Section

INSPECTION DIVISION

Volume I

- 10-3 X Record of Inspection (Field, Foreign Office, or FBIHQ Division)
(formerly 2-31)
- 10-6a X Inspectors Master Case Sheet (Informants)
- 10-16 X Inspectors' Informant Rating

COMPUTER SYSTEMS DIVISION

Volume I

- 12-7 ~~+~~ Confidential Voucher Register (Office) (formerly 3064)
Data Processing Section, Voucher Unit
- 12-12 ~~+~~ Letter re Advance of Funds (formerly 3-169) (thin white and
unblocked yellow available)
Data Processing Section, Voucher Unit
- 12-19 ~~+~~ Confidential Receipt (formerly 3-308) (white bond and green
bond - 25 sets to a book)
Data Processing Section, Voucher Unit
- 12-20 ~~+~~ Payments to Informants Work Sheet (formerly 3-318)
Data Processing Section, Voucher Unit
- 12-24 ~~+~~ Weekly Divisional Count of Employees (formerly 4-337, 3-392)
Data Processing Section, Personnel Statistics Subunit
- 12-35 ~~+~~ ADEX Card (formerly 4-590, 3-435) (white, buff, green, yellow,
blue - per Mr. Davis 9/19/72)
Data Processing Section, ADPU*

Volume II

- 12-64 ~~+~~ Agent and Squad Performance (formerly 3-571)
Data Processing Section, ADPU*

Volume I

0-2 ~~X~~ Memorandum for Data Processing Section

0-4 ~~X~~ Invoice of Contents (thin white)

0-4a ~~X~~ Invoice of Contents (yellow copy of 0-4)

0-7 ~~X~~ Routing Slip to the Field
(consolidated with 0-24 and 0-25)

0-14 ~~X~~ Routing Slip from Bureau to Other Government Agencies

~~0-14e~~ ~~X~~ Routing Slip to:
Director
Central Intelligence Agency
Attention: Chief, Personnel Security Division

0-14f ~~X~~ Routing Slip to:
Director
Central Intelligence Agency
Attention: Deputy Director for Operations

~~0-14h~~ ~~X~~ Routing Slip to:
Assistant Chief of Staff for Intelligence
Department of the Army

0-14w ~~X~~ Routing Slip to: Director, NSA

0-14y ~~X~~ Routing Slip to: US Army Intelligence Command

Volume II

0-41 ~~X~~ Abstract (yellow and pink)

0-75 ~~X~~ Reply to Department re Technical Coverage Division V and IX
(deleted 4/29/75)

DELETED
4/30/75

DELETED
4/29/75

This document is prepared in response to your request and is not for dissemination outside your Committee. Its use is limited to official proceedings by your Committee and the content may not be disclosed to unauthorized personnel without the express approval of the FBI.

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INTELLIGENCE DIVISION

SSC request
from Staff
member Mark
Gatenstein
BS

VOLUME I

- 5-1 ✓ Publications Routing Slip to the Field
IS-3
- 5-2 ✓ Weekly Delinquency Report
CI-1, CI-2, CI-3, CI-4
IS-1, IS-2, IS-3
- 5-6 ✓ ROUTING SLIP (Rev. 6/19/75)
- 5-7 ✓ ROUTING SLIP
- 5-9 ✓ ROUTING SLIP
- 5-9a ✓ ROUTING SLIP
- 5-10 ✓ ROUTING SLIP
- 5-15 ✓ ROUTING SLIP
- 5-18 ✓ ROUTING SLIP
- 5-31 ✓ Letter to the Commissioner, RCMP, Requesting
Investigation in Canada
(thin white letterhead available)
CI-3, CI-4
- 5-32 ✓ Publications Subscriptions Record
IS-3
- 5-34 ✓ Letter to Field re Foreign Police Cooperation
Cases (RCMP)
(thin white available)
CI-3, CI-4
- 5-38 ✓ Letter to the Commissioner, RCMP, Transmitting
Results of Investigation
(thin white letterhead available)
CI-3, CI-4

5-46 ✓ Russian Official Index Card
CI-1

5-59 ✓ Work Status Report
CI-2

5-59b ✓ Work Status Report
CI-1

5-63 ✓ Report Register
IS-2

5-78 ✓ ROUTING SLIP

5-80 ✓ Monthly Statistical Tabulation
CI-1, CI-2

5-81 ✓ Monthly Recapitulation
CI-1, CI-2

5-86 ✓ Soviet Diplomatic Couriers Arrival - Departure Record
CI-1

5-86a ✓ Follow-up Sheet for Soviet Diplomatic Couriers
Arrival - Departure Record
CI-1

5-87 ✓ ROUTING SLIP

5-88 ✓ Stop Notice *Deleted 5-14-75*
CI-1, CI-2

5-90 ✓ ✓ Mail Count Analysis
CI-1, CI-2, CI-3, CI-4,
IS-1, IS-2, IS-3

TABLE OF CONTENTS
INTELLIGENCE DIVISION

VOLUME II

5-109	✓	Index Card - Book Review Control IS-3
5-113	✓	Informative Note (4x5 $\frac{1}{2}$) CI-1, CI-2, CI-3, CI-4 IS-1, IS-2, IS-3
5-113a	✓	Informative Note (5 $\frac{1}{2}$ x8) CI-1, CI-2, CI-3, CI-4 IS-1, IS-2, IS-3
5-118	<i>2.2.14</i>		Index Card - Bureau Informant 200 Program CI-1
5-122	<i>2.2.14</i>		Reevaluation of Cases Concerning Soviet-bloc and Yugoslav Officials in U. S. CI-1
5-123	✓	Periodic Record - Foreign Police Cooperation Matters (thin white available) CI-3, CI-4
5-127	✓		
5-128	✓	Xerox Requisition CI-1, CI-2, CI-3, CI-4 IS-1, IS-2, IS-3 WFO
5-137	✓	Routing Slip to Defense Intelligence Agency (DIA) CI-1, CI-2, CI-3 IS-1, IS-2
5-138	✓	Routing Slip to Director, EUR/SES, Department of State CI-1, CI-2 IS-2
5-140	✓	Receipt for Mail Delivered by Intelligence Division CI-4

Deleted 5-14-35

- 5-141 ✓ Routing Slip for Distribution of Information
Disseminated to White House
CI-1, CI-2, CI-3, CI-4
IS-1, IS-2, IS-3
- 5-143 ✓ ROUTING SLIP
- 5-148 ✓ Supply Requisition
CI-1, CI-2, CI-3, CI-4
IS-1, IS-2, IS-3
- 5-151 ✓ Letter to Department of State and Assistant Attorney
General (AAG) re Present or Planned Travel by Security
Subjects Outside the United States
(thin white with heading, thin white without heading,
and M&T blocked yellow available)
IS-1, IS-2
- 5-153 ✓ Authorization for Designation of, and Payments to,
Certain Informants
(thin white available)
CI-3
IS-1, IS-2
- 5-153a ✓ M&T Blocked Yellow of Form 5-153 (with Attention: line
CI-3
IS-1, IS-2
- 5-160 ✓ Internal Receipt for NATO Documents Classified "SECRET"
CI-4
- 5-161 ✓ Reply to USAINTC (United States Army Intelligence
Command), Department of the Army, re Security Subjects
~~(no thin copy for Army - Hornet for 5-154, Noric and
Ploya for 5-161)~~
CI-2
IS-2
- 5-161a ✓ Thin White (without heading) (with special instructions
to the SAC); M&T Blocked Yellow of Form 5-161 (see
File 66-3482-7281 - memo 2/10/72)
IS-2
- [5-162] ✓ Data re Soviet-bloc Subjects (for New York Office)
(white bond with red ink)
CI-1, CI-2

- [5-162a] ^(S)✓ Data re Soviet-bloc Subjects (for Washington Field Office)
(white bond with red ink)
CI-1, CI-2
- [5-162b] ^(S)✓ Data re Soviet-bloc Subjects (for San Francisco Office)
(white bond with red ink)
CI-1, CI-2
- [5-162c] ^(S)✓ Data re Soviet-bloc Subjects (for Chicago Office)
(white bond with red ink)
CI-1, CI-2
- 5-163 ✓ Transmittal Communication to LEGAT Offices re
Information for Extremist Photograph Album
IS-1
- 5-164 ✓ Special Records Form
IS-3
- 5-165 ✓ Routing Slip to Director, Office of Investigations
and Security (Commerce)
CI-1

TABLE OF CONTENTS
INTELLIGENCE DIVISION

(Forms used in Offices of Legal Attaches)

SSC request
from Slys Rember
Mark G. Foster
Aug

VOLUME III

- LEG-1 ✓ Foreign Transmittal Card (formerly 5-21) (3x5 card)
CI-4
- LEG-2 ✓ Office Advance and Expenses (formerly 5-43) (white bond)
CI-4
- LEG-2a ✓ Expense Account (totals sheet used in connection with
LEG-2; formerly 5-51a and 5-43a) (white bond)
CI-4
- LEG-5 ✓ Transmittal Letter to Bureau Enclosing Material for
Translation (formerly 5-119) (original on thin white;
unblocked thin yellow available)
CI-4
- LEG-6 ✓ Routing Slip for Routine Correspondence with Outside
Agencies (formerly 5-135) (white bond)
CI-4
- LEG-7 ✓ Letter to Bureau Indicating Dissemination of Security
Information to Foreign Agencies (formerly 5-142)
(original on thin white; unblocked thin yellow
available)
CI-4
- LEG-8 ✓ Report on Funds Spent Abroad (formerly 3-549)
(white bond)
- LEG-9 ✓ Name-Check Request (thin white only)
CI-4

(Filed in 66-3482-7584 - Bulet
to LEGATS 4/24/74)

5-140 (Rev. 1-21-74) FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20535

Addressee: SENATE SELECT COMMITTEE 2

☐ LTR ☒ LHM ☐ Memo ☐ Report dated 7/29/75

U. S. Senate Select Committee. Re: Filing

Caption of Document: System. (Part 4, SSC request

4/30/75).

Originating Office: FBI

Delivered by: Richard J. Taylor, Jr. Date: 7/8/75 1:30 PM

Received by: [Signature]

Title: Office Manager

Return this receipt to the Intelligence Division, FBI

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/10/2000 BY SP2 RUM/lmf
mde-16

File
5-711

61-116395-

TO: Intelligence Community Staff
ATTN: Central Index

FROM:
Federal Bureau of Investigation

SUBJECT: Abstract of Information Provided to Select Committees

1. HOW PROVIDED (check appropriate term. If a document was made available for review but not transmitted, so note.)

2. DATE PROVIDED

7/2/75

☒ DOCUMENT ☐ BRIEFING ☐ INTERVIEW ☐ TESTIMONY ☐ OTHER

3. TO WHOM PROVIDED (check appropriate term; add specific names if appropriate)

☒ SSC

Charity Benz, Office Manager

☐ HSC

4. IDENTIFICATION (provide descriptive data for documents; give name or identification number of briefer, interviewee, testifier and subject)

Filing system

5. IN RESPONSE TO (list date and item number if in response to formal request, otherwise state verbal request of (name), initiative, subpoena, etc.)

SSC letter 4/30/75

6. CLASSIFICATION OF
INFORMATION (enter
U, C, S, TS or
Codeword)

"U"

7. KEY WORDS (enter the appropriate key words from the list provided separately; if key words not listed are used underline for emphasis)

Operating procedures

8. SUMMARY (see reverse side before completing this item)

At SSC request, Committee was furnished for review a representative number of FBI forms used during course of FBI operations from an administrative and investigative standpoint.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/10/2000 BY SP2A/KM/lmf
m DR-16

62-116395

TREAT AS YELLOW

5-TJM

TJM:1hb
(4)

ORIGINAL VIA LIAISON TO CENTRAL COMMUNITY INDEX IN
CONNECTION WITH 'SENSTUDY 75.

INSTRUCTIONS

- Type or print clearly in ink.
- Indicate classification of the abstract top and bottom.
- Date the abstract and put on any internal control numbers required.
- "FROM" entry should clearly identify the organization providing the information.
- If additions (as when a copy of document sent to SSC is later sent to HSC) or changes to a previously submitted form are necessary, submit a copy of the original abstract, with the change indicated.

SPECIFIC ITEM NO. 8. SUMMARY - enter brief narrative statement describing substance of information and showing relationship to Intelligence Community matters if appropriate. Any feedback or evidence of investigatory interests should be noted. Commitments made to supply additional information should be noted. Additionally, certain administrative information may be entered here, e.g., restrictions on review of a document, if document was paraphrased, whether interviewee is current or former employee, etc. If actual document or transcript is provided, that fact should be noted and no summary is required. Additional pages may be attached if necessary.

FD-10

Title	File No.
Buded:	Date Rec.:
Assigned to (date)	
Reassigned to (date)	

FR-1C (Rev. 1-20-58)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/05/2000 BY SP6 Rm/lmf
MAR-16

62-116395-3418 HMD

Routing Slip

FD-4 (Rev. 3-1-73)

To: ☐ Director

Date _____

Att.: _____ FILE _____

_____ Title _____

☐ SAC _____

☐ ASAC _____

☐ Supv. _____

☐ Agent _____

☐ SE _____

☐ SC _____

☐ CC _____

☐ Steno _____

☐ Clerk _____

☐ Rotor #: _____

ACTION DESIRED

☐ Acknowledge

☐ Open Case

☐ Assign _____ Reassign _____

☐ Prepare lead cards

☐ Bring file

☐ Prepare tickler

☐ Call me

☐ Return assignment card

☐ Correct

☐ Return file

☐ Deadline _____

☐ Search and return

☐ Deadline passed

☐ See me

☐ Delinquent

☐ Serial # _____

☐ Discontinue

☐ Post ☐ Recharge ☐ Return

☐ Expedite

☐ Send to _____

☐ File

☐ Submit new charge out

☐ For information

☐ Submit report by _____

☐ Handle

☐ Type

☐ Initial & return

☐ Leads need attention

☐ Return with explanation or notation as to action taken.

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DATE 10/25/2000 BY SP2 RUM/MLF
MOR-16

SAC _____

See reverse side

Office _____

INSTRUCTIONS

1. This form may be submitted in legible hand printing.
2. Use separate form for each individual on whom record is requested.
3. Make effort to furnish FBI identification number, law enforcement identification number, or military service number.
4. Furnish descriptive data and fingerprint classification only when FBI number not available.
5. Indicate office for reply in lower right corner only. Also list in lower right corner all offices which should receive copies of available records. Include carbon of FD-9 for each office receiving copies and forward with original to Bureau.
6. Do not fill in block in lower left corner.

To: DIRECTOR, FBI

Attention: Identification Division

Date

Re

Field File No. _____

Furnish The Known Identification Record of the Following:

Name

FBI No.

Other No.

Aliases

Sex

Race

Birth Date

Birthplace

Residence

Height

Weight

Build

Hair

Eyes

Complexion

Age

Fingerprint Classification

Scars, marks and tattoos

Also Furnish:

- ☐ Photo
☐ Fingerprints
☐ Handwriting Specimens

Identification Division's Reply

☐ On basis of information furnished, unable to identify:

☐ Criminal Files ☐ Civil Files ☐ All Files

- ☐ Record Attached
☐ Photo Attached
☐ Photo Not Available
☐ Fingerprints Attached
☐ Handwriting Specimen Attached

Return Reply to:

SAC, _____

Send Copies To:

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DATE 10/04/2011 BY SP2 RUM/MLT
mbr-16

ADMINISTRATIVE REPORT

PAGE _____

Office _____

Month _____ Year _____

CLASSIFICATION	1	2		3	4	5						
	TOTAL MATTERS PENDING BEGIN- NING OF PERIOD	MATTERS RECEIVED DURING PERIOD		GRAND TOTAL DURING PERIOD	TOTAL MAT- TERS CLOSED DURING PERIOD	MATTERS PENDING AT END OF PERIOD						
						HERE			OTHER OFFICES			TOTAL (g)
						ACTIVE	INACTIVE		ACTIVE	INACTIVE		
		(a)	(b)			ACTIVE	INACTIVE		ACTIVE	INACTIVE		
	HERE	Other Offices			ASGND. (a)	ASGND. (b)	UN- ASGND. (c)	ASGND. (d)	ASGND. (e)	UN- ASGND. (f)		

FD-29a

ALL INFORMATION CONTAINED
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DATE 6/04/2000 BY SP8 DMJ/mf
MDR-16

BLUE SLIP

Date: _____

Place: _____

ITEM NO. _____

I certify that \$ _____ was paid (per attached Form FD-221)
amount

to _____

on _____ in connection with an official investigation
date

entitled _____

and that payment was made as explained below.

Authority: _____

Period Covered: _____

Receipt Attached: ☐ Yes ☐ No Have payments been made by other Offices? ☐ Yes ☐ No
If Yes, list Offices under details.

Services: \$ _____ Federal Income Tax Withheld \$ _____

Expenses: \$ _____

Total: \$ _____

Details: _____

FD-37

ALL INFORMATION CONTAINED
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DATE 10/14/00 BY SP8RM/mf
MAR-16

Approved: ☐

Signed _____

Disapproved: ☐

Title _____

Assistant Director
Administrative Division

Approved _____

Special Agent in Charge

FD-56

STOP NOTICE

FD-56 (Rev. 11-9-66)

OO _____
(File & Serial No.)

(Subject or Property)

PLACED BY _____
(Office) (File No.)

VIA _____
(Identify communication placing stop)

ON _____ WITH _____
(Date)

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DATE 10/14/2006 BY SP8BIM/lmf
MOR-16

FD-57

City		File & Serial Number
Name of Person		
Address		<input type="checkbox"/> Security <input type="checkbox"/> Fugitive <input type="checkbox"/> Other
Date Cover Placed	Period	
	From -	To -
Placed by		
Special Agent		
Mail Cover Index Card FD-57 (6-25-73)		

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DATE 10/04/2006 BY SP8 NLM/DMF // 17
MAR-16

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE:

FROM : SAC,

SUBJECT:

FD-61

It is requested that an ☐ Identification Order ☐ Check Circular be issued for**Complete the following:**

1. Reasons why this action believed desirable:

2. A. Has inquiry been made of all Motor Vehicle and Driver License Bureaus for possible information concerning fugitive under his true name and known aliases?

B. Have all dispositions of arrests been obtained? If not, what action has been initiated to obtain dispositions?

3. Name and aliases (*Subject's complete true or legal name should appear first, followed by all aliases in alphabetical order with any nicknames in alphabetical order after aliases*):ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/2016 BY SP2RUM/MAF
MDR-146

Enc.

4. FBI Number:

5. Offense (*Set out here only character of those offenses for which Federal process outstanding*):

6. Description:

Age:

Date and place of birth and how verified (*Verify through appropriate Bureau of Vital Statistics, wherever possible*):

Height:

Weight:

Build:

Hair:

Eyes:

Complexion:

Race:

Nationality:

Occupation(s):

Scars and Marks:

Remarks (*Include any characteristics or traits which would assist in identifying subject*):

Social Security Number(s) Used:

7. Photograph(s), number enclosed and the year taken (*Submit negative or original photograph, where available. Clearly label each. Indicate best likeness and basis*):

8. Caution statement (*where applicable*), including basis:

9. Federal process:

A. All outstanding process must be accurately described. Set out (1) whether by complaint, indictment or information; (2) date and place filed or returned; (3) name in which process issued; (4) U. S. Code, Title and Section; (5) crime charged, and (6) date and place warrant issued. If more than one Federal process, set out on separate sheet to be attached above information on each additional process.

B. Date Federal process last checked and found to be outstanding:

C. Date U.S. Attorney last contacted to insure he would remove and prosecute upon apprehension. If Unlawful Flight to Avoid Prosecution case, show instead most recent date local authorities indicated willingness to prosecute and date local process verified, and in all Unlawful Flight cases, most recent date local authorities indicated willingness to extradite:

10. Interesting Narrative (*Set out brief narrative of information concerning the subject's background, including details of the crime for which he is being sought. In case of a check circular, set out, in addition, a specific paragraph under heading "Modus Operandi" which you are recommending for use on check circular).*

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE:

Attn.: Movement Unit

FROM :

SUBJECT:

☐ ACKNOWLEDGEMENT OF TRANSFER ORDERS☐ ARRIVAL NOTICE

ReBulet _____.

Transfer From: _____ Transfer To: _____

Title	Social Security Number
Contemplated Departure Date	Arrival on Transfer (time & date)
Annual Leave En Route	Reported for Duty
Contemplated Arrival Date	New Title & Position Number (Non-Agent Personnel)

Person to be notified in case of an emergency while en route on transfer (to be furnished when such person and address differ from information previously furnished the Bureau; if employee will be traveling with person who normally would be notified in the event of an emergency, he should furnish name and address of some other person)

Name	Relationship
Address	

Comments:

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DATE 10/24/2010 BY SP2AM/MAF
MAR-14

1 - Bureau

Memorandum

DATE:

SUBJECT:

Reference: _____

Recommend: ☐ Inclusion in ADEX (summary attached)*
☐ Removal from ADEX (summary attached)*
☐ Changes in ADEX card (specify change only) (Two copies of FD-366 are enclosed for the Bureau)

* Abstract required.

Name	
Also known as:	
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Race <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Other	
Citizenship <input type="checkbox"/> U. S. <input type="checkbox"/> Alien - Specify Country	
Date of Birth (Month, day, year)	Place of Birth
Employment Occupation: Firm & Address:	
Residence Address	
Type of Activity (Check principal activity only)	
<input type="checkbox"/> (BEX) Black Extremist <input type="checkbox"/> (CMC) Communist (pro-Chinese) <input type="checkbox"/> (CMS) Communist (pro-Soviet) <input type="checkbox"/> (CMT) Communist (Trotskyist)	
<input type="checkbox"/> (FRN) Foreign Affiliation - Specify Country <input type="checkbox"/> (PRN) Puerto Rican Nationalist <input type="checkbox"/> (REV) Revolutionary <input type="checkbox"/> (MSC) Miscellaneous	
<input type="checkbox"/> Tab Special Interest <input type="checkbox"/> Espionage <input type="checkbox"/> Foreign Government Employee <input type="checkbox"/> U. S. Government Employee <input type="checkbox"/> Remove Special Interest Tabbing	<input type="checkbox"/> Place in Unavailable Section <input type="checkbox"/> Missing <input type="checkbox"/> Out of Country <input type="checkbox"/> Imprisoned <input type="checkbox"/> Remove from Unavailable Section
Key Facility Data (if applicable)	
Geographical Reference Number Responsible Agency	

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MOR-16

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI (Bufile -

) DATE:

FROM : SAC,

SUBJECT:

The captioned individual has been the subject of a security or extremist investigation by this office. The _____ Division has verified the permanent presence of the subject in its division as residing and working at the addresses listed below. The _____ Division is being considered the new Office of Origin.

Business Address, Name of Employing Concern and Address,
Nature of Employment, and Union Affiliation, if any.

Residence address

FD-128

Key Facility Data

Geographical Reference Number _____

Responsibility _____

Identification Division Data

Check OR note the following applicable statements:

- ☐ A security flash on subject has been **PREVIOUSLY** placed in FBI # _____; therefore, copy of this form is designated for Identification Division.
- ☐ A security flash on subject has been **PREVIOUSLY** placed in Identification Division; however, FBI number is **NOT KNOWN**. The following information, therefore, is being furnished and a copy of this form is designated for Identification Division.

Race:

Other Identifying Numbers:

Date and Place of Birth:

Fingerprint Classification:

NOTE: Do **NOT** designate **COPY** of FD-128 for Identification Division if FD-165 previously **RETURNED** to field office because no fingerprints located on subject.

Check the following applicable statements:

- ☐ This individual is the subject of an ADEX Card. (The Bureau is requested to make the appropriate changes in the ADEX at FBIHQ. The _____ Division should affix the addresses indicated above and the appropriate case file number.)
- ☐ Subject is designated a Key Black Extremist.
- ☐ Subject is designated a Key Activist.
- ☐ Handwriting specimens have been furnished to the Bureau.
- ☐ A photograph has been furnished to the Bureau.
- ☐ Subject is included in the Extremist Photograph Album (EPA). The new Office of Origin should submit a new complete FD-432 showing the new address and Office of Origin of subject.
- ☐ Dissemination made Secret Service locally re above information. (Two copies of FD-366 enclosed for the Bureau)

The following pertinent items are being forwarded to the new Office of Origin with its copies of this letter:

- ☐ Adex Cards
- ☐ Serials (specify)
- ☐ Designated Office of Origin in receipt of all pertinent serials
- ☐ 2 copies of FD-366 (1 copy for dissemination to local Secret Service)
- ☐ Photograph of subject (check appropriate item listed below)
- ☐ Negative and three copies of most recent or best likeness photograph
- ☐ None available
- ☐ Previously furnished

RUC

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DATE 10/04/2006 BY SP8AM/lmf Enc.

MDR-16

UNITED STATES GOVERNMENT

Memorandum

(To be submitted in triplicate)

TO : DIRECTOR, FBI
Attn: Training Division

DATE:

FROM : SAC,

SUBJECT: POLICE TRAINING SCHOOL

Type:
City:
Agency:
Sponsor:

Over-all Dates:
Classroom
Location:
Attendance
Estimate:

The following commitments are being made within this Division, except as otherwise indicated, and Bureau approval is assumed unless advised to the contrary.

(List requested Bureau assignments first)

<u>Hour</u>	<u>Date</u>	<u>Subject</u>	<u>Instructor</u>
-------------	-------------	----------------	-------------------

FD-132

ALL INFORMATION CONTAINED
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DATE 10/04/2010 BY SP2 RUM/lm
MAR-16

The lectures set forth on this schedule will be given to _____ (group or groups)
of officers, and therefore will be considered as _____ (school or schools).

RECORD OF INFORMATION FURNISHED OTHER AGENCIES

Orally _____ date _____ By Telephone _____ date _____ Written Communication _____ date _____

date

date

date

Information concerning:

Information furnished from File, Serial, and Page Number:

Information furnished was obtained:

☐ during course of Bureau investigation

☐ from informants

☐ from complainants or other sources

Information furnished to:

Number of items disseminated: _____

Remarks:

ated: _____

FD-159

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/04/2006 BY SP2 AUM/124
MDR-16

Special Agent

TO: CHIEF CLERK	Date
Subject	Social Security Account #

Aliases

Address	Birth Date	Birthplace	Race	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
---------	------------	------------	------	---

<input type="checkbox"/> Exact Spelling	<input type="checkbox"/> Main Criminal Case Files Only	<input type="checkbox"/> Restrict to Locality of _____
<input type="checkbox"/> All References	<input type="checkbox"/> Criminal References Only	
<input type="checkbox"/> Main Subversive Case Files Only	<input type="checkbox"/> Main Subversive (If no Main, list all Subversive References)	
<input type="checkbox"/> Subversive References Only	<input type="checkbox"/> Main Criminal (If no Main, list all Criminal References)	

[illegible]

Requested by	Squad	Extension	File No.
--------------	-------	-----------	----------

Searched by	_____	
	(date)	
Consolidated by	_____	
	(date)	
Reviewed by	_____	
	(date)	

File Review Symbols

I - Identical ? - Not identifiable
NI - Not identical U - Unavailable reference ☆ GPO: 1971-O-423-290

FBI Field Office Wanted-Flash-Cancellation Notice
FD-165 (Rev. 6-17-74)

Attention: Identification Division

Date _____

TO: DIRECTOR, FBI

RE:

FROM: SAC,

☐ Place, ☐ Cancel, stop (wanted or flash) in files of Identification Division.

If expiration date known, enter here _____ and cancellation will be automatic.

WANTED

☐ Wanted for _____

FLASH

IN ORDER TO ESTABLISH FLASH NOTICE FINGERPRINTS ARE REQUIRED IN FBI FILES

☐ ADEX

☐ Application for Pardon After Completion of Sentence

☐ _____

CANCELLATION

☐ Cancel because _____

FURNISH: ☐ Photograph ☐ Identification Record

Name

Aliases

FBI No.

Other No.

In all instances when FBI number is known it should be furnished. When it is not known, furnish following:

Date of birth

Place of birth

Occupation

Marital Status

Residence

Race

Sex

Height

Nationality

Weight

Eyes

Hair

Complexion

Fingerprint class

Scars, marks and peculiarities

ALL INFORMATION CONTAINED
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DATE 10/24/2006 BY SP8 PAM/MLK

MDR-16

RETAIN PERMANENTLY IN
FBI # _____

Source To Be Notified if Information Received

INSTRUCTIONS:

If an application for pardon after completion of sentence flash is requested, indicate as source to be notified Employees Security and Special Inquiry Section, Special Investigative Division.

If flash is requested for any reason other than those preprinted on this form, utilize block on line provided and indicate specific type of flash notice desired.

If subject's fingerprints are submitted, they should be securely stapled to this form and forwarded to the Identification Division. Cover memo not necessary.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL
CHECKLIST AND NARRATIVE COMMENTS
(For use as attachment to Performance Rating Form FD-185)

Name of Employee _____

Note: Only those items having pertinent bearing on employee's performance should be rated. Actual performance is to be compared with current, existing job description requirements.

RATE ITEMS AS FOLLOWS: (See Manual of Rules and Regulations for detailed instructions.)
+ **Outstanding** (To warrant overall +, all rated elements must be +, and justified in writing.)

E **Excellent** (Overall E must be supported by E or + on majority of items, including important elements.)

✓ **Satisfactory**

- **Unsatisfactory** (If any item so rated, overall adjective rating can be no better than Satisfactory.) Any unsatisfactory item or overall Unsatisfactory rating must be supported in writing.

O **No opportunity to appraise.** In other responses, use "X."

(Use INK for Checklist - DO NOT TYPE)

RESPOND TO EVERY ITEM

- _____ 1. Personal appearance.
 _____ 2. Personality and effectiveness of personal contacts.
 _____ 3. Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability, and willingness to equitably share work load).
 _____ 4. Physical fitness (including health, energy, stamina). Any physical limitations affecting performance? ☐ Yes ☐ No. Has employee used more sick leave (including annual leave or LWOP for illness) during the rating period than the amount of sick leave earned during such period? ☐ Yes ☐ No. If answer to either is yes, explain.

- _____ 5. Resourcefulness, ingenuity, and initiative.
 _____ 6. Forcefulness and aggressiveness as required.
 _____ 7. Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
 _____ 8. Planning of work.
 _____ 9. Accuracy and attention to pertinent detail.
 _____ 10. Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines, unless failure to meet is attributable to causes beyond employee's control.
 _____ 11. Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
 _____ 12. Performance results (rate if applicable and mark others O) _____ A. Internal Security; _____ B. Criminal or General Investigative; _____ C. Fugitive; _____ D. Applicant; _____ E. Accounting; _____ F. Other, such as Supervisor.
 Comment on type of work handled entire rating period, including performance in other divisions, and appraisal of overall work performance:

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 MDR-16

Complexity of matters handled: ☐ None ☐ Moderate ☐ Most complicatedDegree of supervision required: ☐ Above average ☐ Average ☐ Minimum ☐ None

A. Employee signifies by initialing hereafter that during the course of receiving the performance rating report (limit this provision to annual, 60-day or 90-day reports) employee has read and understands position description.

Employee's
Initials

B. Is employee available wherever needs of service require for general assignment? ☐ Yes ☐ No Special assignment? ☐ Yes ☐ No

C. Is employee qualified to operate a motor vehicle incidental to official duties? ☐ Yes ☐ No
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle to be used.
 (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

D. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, Accountant, or as Resident Agent, supervisor, instructor, etc.):

ADJECTIVE RATING: _____ EMPLOYEE'S INITIALS _____
 (Outstanding, Excellent, Satisfactory, Unsatisfactory)

(Checklist and Narrative Comments continued)

13. Firearms. Check One: ☐ Qualified ☐ Qualified Instructor ☐ Expert
14. Development of informants and sources of information. Comment on weaknesses or justify limited participation.
During rating period developed ☐ informants; ☐ potential informants.
15. Reporting: (Consider conciseness, clarity, organization, thoroughness, accuracy, adequacy and pertinency of leads, and administrative detail.)
☐ A. Reports; ☐ B. Memos, letters, wires.
16. Performance as a witness. ☐ During rating period; ☐ Based on past performance; ☐ No experience.
17. Executive evaluation (approved Supervisors, Relief Supervisors, Alternate Senior and Senior Resident Agents; underline applicable.)
☐ A. Leadership ☐ F. Devising procedures
☐ B. Ability to handle personnel ☐ G. Promoting high morale
☐ C. Making decisions ☐ H. Getting results
☐ D. Assignment of work ☐ I. Furthering equal employment opportunity
☐ E. Training subordinates
18. Raids and dangerous assignments; ☐ A. As leader; ☐ B. As participant.
19. Miscellaneous. Specify and rate:
☐ Dictation; ☐ Applicant recruitment; ☐ Other _____
20. Police Instruction: ☐ Qualified ☐ Participated ☐ Audited
21. Foreign Language Ability: Proficient in _____ language(s).
Can handle typical investigative problems as follows:
A. Conversation form _____ ☐ Excellent ☐ Very Good ☐ Good ☐ Fair ☐ Unsatisfactory
(language)
B. Written form _____ ☐ Excellent ☐ Very Good ☐ Good ☐ Fair ☐ Unsatisfactory
(language)
Frequency _____ language ability used during rating period _____.
Anticipated use during ensuing year _____.
C. Completed Bureau Language School ☐ No ☐ Yes _____, _____, _____.
Specify language(s)
22. Administrative Advancement: ☐ (Check block if not interested.)
A. ☐ Yes ☐ No Agent is completely available for administrative advancement.
B. ☐ Yes ☐ No Agent is considered qualified for administrative advancement, including experience, ability, personality and appearance.
C. If answer to B is "Yes," Agent's qualifications are considered ☐ Very Good ☐ Excellent ☐ Outstanding
Explain if interested but not now qualified.
23. Number of Incentive Awards _____.
Commendations received from Director: Individual _____ Through Superior _____.
Suggestions submitted _____.
If none, check block ☐.
24. Disciplinary Action and Justification for any Unsatisfactory Items. ☐ None
(List items taken into consideration on Checklist.)

EMPLOYEE'S INITIALS _____

PERFORMANCE RATING GUIDE FOR CLERICAL PERSONNEL (For use as attachment to Performance Rating Form FD-185)

Name of Employee _____

Note: Only those items having pertinent bearing on employee's performance should be rated. Actual performance is to be compared with current, existing job description requirements.

RATE ITEMS AS FOLLOWS: (See Manual of Rules and Regulations for detailed instructions.)

+ **Outstanding** (To warrant overall +, all rated elements must be +, and justified in writing with one page narrative.)

E **Excellent** (Overall E must be supported by E or + on majority of items, including important elements.)

✓ **Satisfactory**

- **Unsatisfactory** (If any item so rated, overall adjective rating can be no better than Satisfactory.) Any unsatisfactory item or overall Unsatisfactory rating must be supported in writing.

0 No opportunity to appraise. In other responses, use "X."

(Use INK for Checklist - DO NOT TYPE)

CHECKLIST

- _____ 1. Personal appearance.
- _____ 2. Personality and effectiveness of personal contacts.
- _____ 3. Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability, and willingness to equitably share work load).
- _____ 4. Physical fitness - (including health, energy, stamina). Has employee used more sick leave (including annual leave or LWOP for illness) during the rating period than the amount of sick leave earned during such period? ☐ Yes ☐ No.
If answer is yes, explain.
- _____ 5. Resourcefulness, ingenuity, and initiative.
- _____ 6. Forcefulness and aggressiveness as required.
- _____ 7. Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
- _____ 8. Planning of work.
- _____ 9. Accuracy and attention to pertinent detail.
- _____ 10. Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines, unless failure to meet is attributable to causes beyond employee's control.
- _____ 11. Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
- _____ 12. Supervisory evaluation:

_____ (a) Leadership	_____ (f) Devising procedures
_____ (b) Ability to handle personnel	_____ (g) Promoting high morale
_____ (c) Making decisions	_____ (h) Getting results
_____ (d) Assignment of work	_____ (i) Furthering equal employment opportunity
_____ (e) Training subordinates	
- _____ 13. Miscellaneous. Specify and rate:

_____ Technical or mechanical skills
_____ Other _____
- _____ 14. Number of Incentive Awards _____.
 Commendations received from Director: Individual _____ Through Superior _____.
 Suggestions submitted _____.
 If none, check block ☐.
- _____ 15. ☐ None. Disciplinary Action and Justification for any Unsatisfactory items. (List items taken into consideration on Checklist.)

(Use space above for any additional comments)

A. Describe general nature of assignment during most of rating period (such as typing, stenography, secretarial, radio operating, translating):

B. Is description of position to which employee assigned current and accurate as described and as operating? _____ (If not, identify by Position Number here _____, and explain.)

C. Employee signifies by initialing hereafter that during the course of receiving the performance rating report (limit this provision to annual, 60-day or 90-day reports) employee has read and understands position description.

Employee's
Initials

D. Is employee qualified to operate a motor vehicle incidental to official duties? ☐ Yes ☐ No If answer is "Yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle to be used. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: _____

(Outstanding, Excellent, Satisfactory, Unsatisfactory)

EMPLOYEE'S INITIALS _____

ALL INFORMATION CONTAINED

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DATE 10/04/2001 BY SP2 BLM/lmc

MDR-16

To:

Date:

From:

Subject:

File No:

FD-186

Section 87, Manual of Instructions, directs that the description and photograph should be placed on the reverse side of the ADEX Card. In regard to the photograph, the most recent one should be used if there is a choice. A review of the subject's file reflects there ☐ is ☐ is not a photograph of the above-captioned subject available for placing with the ADEX Card. (If more than one photograph is available, the Agent handling the investigation should indicate the photograph to be used.)

Section 87, Manual of Instructions, requires that ADEX subjects must be personally observed and such fact specifically noted in the subjects' case files. Has captioned subject been personally observed? ☐ Yes ☐ No. If so, make appropriate entries in the following blanks:

- (1) Observed by SA _____
- (2) Date observed _____
- (3) Personal observation of subject is indicated in serial _____

Following are descriptive data relating to the subject, which data should be placed on the reverse side of the ADEX Card. If subject is already included in the ADEX only those entries necessitating changes in the data posted on the ADEX Cards should be made in the blanks below. For example, if subject is personally observed subsequent to his designation for the ADEX, any additional descriptive data developed thereby should be noted in the appropriate spaces to allow their posting on the reverse side of the ADEX Cards.

- (1) Name and Aliases:
- (2) Sex:
- (3) Race:
- (4) Birth Date:
- (5) Height:
- (6) Weight:

ALL INFORMATION CONTAINED
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- (7) Build:
- (8) Hair:
- (9) Eyes:
- (10) Complexion:
- (11) Scars and Marks:
- (12) Peculiarities:
- (13) Marital Status:
- (14) Immediate Relatives (including the number of minor children):

- (15) Nationality:
- (16) Birthplace:
- (17) Fingerprint Classification:
- (18) FBI or Police Number:
- (19) Social Security Number:
- (20) Residence:

- (21) Occupation:
- (22) Criminal Record, showing sources:

- (23) Seamen's Certificate Number:

Check following, where applicable:

- ☐ The subject is exceedingly dangerous. The following statement should be added to the reverse side of geographical card.

NOTE: Read verbatim to applicant: "Do you fully realize that willfully withholding information or making false or incomplete statements during this interview will be a basis for dismissal from the FBI and that making a false statement is violation of Section 1001, Title 18, U.S. Code?" ☐ Yes ☐ No

TO: DIRECTOR, FBI

1. Name of applicant		2. (a) Position applied for (b) Will accept clerk-typist or clerk if no vacancy exists and/or fails to qualify for the higher position <input type="checkbox"/> Yes <input type="checkbox"/> No						
3. Field Office	4. Interviewing official	5. Interview date	6. Place of Interview	7. Recommendation <input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable				
8. Availability <input type="checkbox"/> Clerical - (a) Is applicant willing to serve minimum period of one year? <input type="checkbox"/> Yes <input type="checkbox"/> No (b) Does applicant have any personal problems at home such as ill health of parents, which will prevent continuous employment at office of assignment? <input type="checkbox"/> Yes <input type="checkbox"/> No (if "Yes," give details under General Comments.) <input type="checkbox"/> Special Agent - (c) Applicant is completely available for general and special assignment wherever and whenever services are needed and is willing to serve a minimum of three years. <input type="checkbox"/> Yes <input type="checkbox"/> No (d) The demanding requirements, including overtime, transfers, etc., have been thoroughly discussed and applicant has no physical or other problems of any nature involving applicant, family members or members of spouse's family which would preclude acceptance and continuous availability if appointment is offered. <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No," explain.)				9. (a) Earliest date applicant can report for work (b) Minimum number of days notice required prior to reporting for work				
10. Addresses and telephone numbers Residence _____ Telephone _____ Business _____ Telephone _____		11. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		12. U.S. citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	13. Age _____	14. Height (with out shoes) _____	15. Weight _____	16. Physical defects (including hearing, vision, color vision; for Special Agent Applicants see 28d)
EDUCATION								
17. Extent of, and degrees					18. Grade average and class standing			
EXAMINATION GRADES					ABILITIES			
19. <input type="checkbox"/> Law _____ <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Typing _____ <input type="checkbox"/> Spelling _____ <input type="checkbox"/> Accounting _____ <input type="checkbox"/> Shorthand _____ <input type="checkbox"/> Vocabulary _____ <input type="checkbox"/> SA Oral _____ <input type="checkbox"/> Composite _____					20. <input type="checkbox"/> Typing _____ wpm <input type="checkbox"/> Stenographic _____ wpm <input type="checkbox"/> Teletype _____ wpm			
MISCELLANEOUS								
21. If applicant has not listed a Social Security Number on application, has applicant been advised that if offered appointment applicant should have one when reporting for duty? <input type="checkbox"/> Yes <input type="checkbox"/> No								
NOTE: (If the answer to questions 23, 24, 25, 26, and 27 is "Yes" secure full details, including pertinent names, dates, and places, and include under "GENERAL COMMENTS" using additional sheets if necessary.)								
22. Does applicant use intoxicants? <input type="checkbox"/> No <input type="checkbox"/> Yes To what extent?				23. Has applicant or any member of the family ever used drugs of abuse such as heroin, LSD or marijuana without a doctor's prescription? <input type="checkbox"/> Yes <input type="checkbox"/> No				
24. Has applicant or any member of the family ever suffered from, or been treated for, any form of mental illness, insanity, epilepsy, been mentally retarded, or had psychiatric consultation of any kind? <input type="checkbox"/> Yes <input type="checkbox"/> No If confined, name and address of institution _____				25. Has applicant or any member of the family ever been declared bankrupt? <input type="checkbox"/> Yes <input type="checkbox"/> No				
26. Following question should be read verbatim to applicant: "Have you, or any member of your family, ever been sympathetic toward, affiliated in any way with, or a member of the Communist Party, any Communist or Fascist group, any group or doctrine advocating the overthrow of the U. S. Government, any group whose purpose is to deprive persons of their rights under the constitution of the U.S. or any group or doctrine which could be construed as being subversive, opposed to the best interests of the U.S., in favor of, or controlled by, a foreign power?" Applicant's answer: <input type="checkbox"/> Yes <input type="checkbox"/> No								
27. Is applicant aware of any incident or information concerning himself or a relative which might tend to reflect unfavorably upon the applicant's reputation, morals, character, ability or loyalty to the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No								
SPECIAL AGENT APPLICANT ONLY								
28. Special Agent Applicant (amplify, if necessary, items b, c, and d under General Comments) a. Drives automobile <input type="checkbox"/> Yes <input type="checkbox"/> No; has valid licenses in States of _____ b. Has had executive, professional, investigative or specialized experience for which the Bureau has a current need. <input type="checkbox"/> Yes <input type="checkbox"/> No Total experience _____ c. Has appearance of business executive and professional person <input type="checkbox"/> Yes <input type="checkbox"/> No d. Does applicant have any physical defects, including any which would preclude unrestricted, regular participation in all phases of Bureau's firearms training, physical training, and defensive tactics? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "yes" explain under General Comments.) e. Has applicant in the past or does applicant now participate in any athletic activities, such as golf, basketball, tennis, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "yes," describe in general comments under Item 39.)								
29. Reserve obligation of applicant (amplify under General Comments) <input type="checkbox"/> None <input type="checkbox"/> Ready <input type="checkbox"/> Standby <input type="checkbox"/> Retired 1. What is duration of applicant's obligated service? _____ 2. Does applicant actively participate in camps, drills, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Is applicant interested in more active participation? <input type="checkbox"/> Yes <input type="checkbox"/> No 4. If applicant had an option to resign, would applicant do so? <input type="checkbox"/> Yes <input type="checkbox"/> No 5. What is applicant's Military Occupational Specialty (MOS)? _____ MOS # _____								
30. PERFORMANCE DURING SIMULATED INTERVIEW Overall Evaluation: Excellent, very good, good, fair, poor _____								

ACTION: (For FBIHQ use only)

ROUTERS' BLOCK

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DATE 10/04/2000 BY SP2 AM/ltf
MDR-16

EVALUATION - ALL APPLICANTS

NOTE: Interviewer underline adjective best describing applicant. If none applicable, insert appropriate descriptive terms.

31. PERSONAL APPEARANCE

- a. Initial Impression: Outstanding, excellent, very good, good, fair, poor _____
- b. Dress: Businesslike, casual, bizarre, careless _____
- c. Neatness: Well-groomed, neat, untidy, dirty _____
- d. Build: Large, medium, small, stocky, frail, obese _____
- e. Complexion: Very healthy, normal, defective (*specify*) _____
- f. Photograph: Good likeness (*if not, explain*) _____

Overall Evaluation: Outstanding, excellent, very good, good, fair, poor _____

32. EVALUATION OF APPLICANT AS RESULT OF INTERVIEW

- a. Approach: Impressive, friendly, quiet, ingratiating, hesitant, unimpressive, garrulous _____
- b. Handshake: Firm, weak _____
- c. Poise: Well-poised, steady, lacking _____
- d. Voice: Well-modulated, clear, too low, harsh, high-pitched _____
- e. Accent: None, foreign, regional, slight, very noticeable _____
- f. Nervousness: None, slight, very nervous _____
- g. Assurance: Self-confident, average, cocky, timid _____
- h. Enthusiasm: Enthusiastic, average, undemonstrative, indifferent _____
- i. Force: Forceful, aggressive, sufficient, vacillating, lacking _____
- j. Amenability: Amenable, self-centered, stubborn, resentful _____
- k. Alertness: Alert, responsive, lackadaisical, dull _____
- l. Tact: Tactful, average, blunt, lacking _____
- m. Maturity: Mature, immature, responsible, irresponsible _____
- n. Answers Questions: Definitely, deliberately, impulsively, vaguely, incompletely _____
- o. Resourcefulness: Above average, average, lacking _____
- p. Self-expression: Above average, average, below average, poor _____

Overall Evaluation: Outstanding, excellent, very good, good, fair, poor _____

33. Does applicant have unusual hair style or sideburns, dress, gestures, mannerisms or demeanor which detract from overall appearance and impression? ☐ Yes ☐ No (*If "Yes," explain under General Comments.*)

34. SELECTIVE SERVICE STATUS - registered ☐ Yes ☐ No

Classification - Has applicant requested or does he intend to request special selective service classification, such as I-A-O, I-O, IV-D, IV-F, etc.? ☐ Yes ☐ No (*If so, explain under General Comments.*)

35. How did applicant become interested in Bureau employment, i.e., career days, Bureau acquaintances, friends, relatives, etc?

36. In event applicant desires to enter on duty the same date as a classmate, friend, or relative who has also applied for FBI employment, will he or she enter on duty alone in event the other person(s) does not receive an appointment? ☐ Yes ☐ No

37. If applicant enters on duty with spouse or friend, is he or she agreeable to working in a different section or a different shift? ☐ Yes ☐ No

38. Based on interviewer's composite evaluation of applicant, is applicant recommended as one who would develop into a capable and creditable FBI employee? ☐ Yes ☐ No. If yes, applicant is considered ☐ Outstanding ☐ Above Average.

39. General comments, including comments to supplement the adjectives underlined and to aid in overall evaluation of applicant. Insure that all information included on application or developed during interview which may be of a derogatory nature or requires consideration or resolution has been commented upon in your write-up. Also set forth observations to support your recommendation. (Use supplemental sheet if necessary.)

Date _____

Title and Character of Case _____

Date Property Acquired	Source From Which Property Acquired
Location of Property or Bulky Exhibit	Reason for Retention of Property and Efforts Made to Dispose of Same
Description of Property or Exhibit and Identity of Agent Submitting Same	

FD-192

SEMIANNUAL INVENTORY CERTIFICATION TO JUSTIFY RETENTION OF PROPERTY (Initial and Date)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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DATE 10/04/00 BY SP2 RUM/mt
MAR-16
Field File #

Report of Exit and Separation
FD-193 (Rev. 4-11-75)

TO:

FROM:

DATE:

Name of Employee

EOD Date

Title

Last Local Address

Forwarding Address (include Zip Code, if known)

Cease-active-duty Date (hour and last day physically at work)

Working Hours (include workweek if other than Monday - Friday)

Interview Conducted By (Signature)

Title

LEAVE DATA

Leave category

☐ 4

☐ 6

☐ 8

Hours of accrued leave employee will have at close of business on cease-active date which is the last hour of the last day physically at work. Do NOT add accruals if effective date of separation is at a later date. AL _____ SL _____

Hours of annual leave carried over at beginning of current leave year. _____ AL _____

Leave to be used prior to cease-active-duty date _____

Note: Public Law 93-181 provides employees are paid for all annual leave credited to employee in year of separation.

If employee has been granted advanced leave, indicate number hours owed at close of cease-active-duty date. AL _____ SL _____

READ BEFORE INTERVIEWING

Purposes:

1 - Obtain real, motivating reason for resignation

2 - Save a valuable employee if possible

3 - Serve as basis for (1) information supplied by Bureau upon request by State Unemployment Compensation Boards, (2) accurate analysis of turnover, (3) determining necessary or desirable organizational improvements, and (4) permitting a recorded recommendation regarding future reinstatement.

When and Where Conducted: As promptly as possible after receipt of resignation in adequate privacy with adequate time.

By Whom Conducted: Clerical employee - by immediate Agent supervisor; Agent - by SAC or in his absence by official acting for him.

Reasons Given for Separation: First, carefully weigh reasons for resignation shown in employee's letter and developed during exit interview to determine real motivating reason for resigning. If such reason was because of employee's desire to leave Bureau job, leave city where assigned, or otherwise just return home, execute a reason under Item A below. (For instance employee might show resigning to seek employment closer to home meaning motivating reason is to return home, not seek other employment.) If other, execute reason(s) under B. Explain all under Item M. Comments.

A.

1. ☐ Return to Home Area
2. ☐ Homesick for Family and Friends
3. ☐ Unable to Adjust to City Environment
4. ☐ Living Costs
5. ☐ Transportation
6. ☐ Housing
7. ☐ Concern Over City Life (Crime, etc.)

8. ☐ Dissatisfaction With Assignment
9. ☐ Dislike of Production or Work Standards
10. ☐ Dislike Performing Overtime
11. ☐ Dislike Shift Assignment
12. ☐ Working Conditions - Physical Plant (i.e., no air conditioning)
13. ☐ Working Conditions (other than physical plant)
14. ☐ Lack of Promotional Opportunity

B.

15. ☐ Military
16. ☐ Other Employment (Show this as reason only where employee otherwise satisfied with Bureau employment)
Check both reason and type.
Reason:
☐ a. Promotional
☐ b. Enter different field
Type:
☐ a. Other Government employment
☐ b. Private industry
☐ c. Self-employment
17. ☐ Poor Health (Self)
18. ☐ Poor Health (Family)
19. ☐ Marriage
20. ☐ Maternity
21. ☐ Attend School; ☐ locally; ☐ other area

22. ☐ Change of Residence (husband or family moving)
23. ☐ Housewife or Child Care
24. ☐ Resignation requested
25. ☐ Removal
☐ All involuntary separations
☐ Abandonment of position - failed to submit resignation
26. ☐ Resigned during administrative inquiry
27. ☐ Retirement
☐ Optional (including liberalized); give reason
28. ☐ Disability
28. ☐ Other (Explain under comments)

- C.
1. Did employee violate terms under transfer agreement, 3-34b ☐ Yes ☐ No; Foreign Assignment, FD-382 ☐ Yes ☐ No; Government Employees Training Act, FD-375 ☐ Yes ☐ No; transportation expense agreement, 12-69? ☐ Yes ☐ No
 2. Did employee resign prior to expiration of any agreement made not covered in #1 such as to remain a specific period following initial appointment or following special training? ☐ Yes ☐ No If yes, specify agreement(s) involved and explain under Item M. Comments.
 3. If FBIHQ clerical employee, did employee resign within 100 days of entrance on duty? ☐ Yes ☐ No
 4. If answer to either question 1 or 3 above is "yes":
 - a. ☐ Advised employee any money due being held in abeyance until determination is made as to any indebtedness.
 - b. ☐ Advise Bureau of resignation. Attention: Data Processing Section by ☐ teletype ☐ telephone

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DATE 10/24/00 BY SP2 DM/mk

MDR-16

(over)

- D. Does employee have any specific suggestion for improving the organization? ☐ No ☐ Yes If so, explain. (In the event the suggestion is new, it should be presented to the Bureau for consideration. If previously considered by Bureau and adopted or turned down the employee should be so advised.)
- E. Has employee been cautioned about divulging confidential information acquired in job? ☐ Yes ☐ No Failure to abide by this provision violates Department of Justice regulations and may violate certain statutes providing maximum severe penalties of a \$10,000 fine or 10 years' imprisonment, or both.
- F. All Government property, documents made or received while in the FBI's service, including FBIRA card, will be collected on date employee ceases active duty (exceptions: Honorary FBIRA card, commendation, censure or promotion letters or copies of expense vouchers, etc.). ☐ Yes ☐ No
- G. If employee is resigning for maternity purposes, appropriate block must be marked:
- ☐ Employee is not entitled to payment for accrued sick leave as she will not be incapacitated for duty after indicated cease-active-duty date.
- ☐ Doctor's certificate attached indicating (1) employee is incapacitated for duty after indicated cease-active-duty date, and (2) expected date of confinement.
- ☐ Doctor's certificate attached indicating employee can safely continue working to date specified. (Applicable to those cases where the employee desires to work up to less than 6 weeks before expected date of delivery.)
- H. Was employee instructed that if enrolled in a health benefits plan coverage continues temporarily for 31 days from the termination of health benefits enrollment and during that time employee is eligible to convert to an individual contract? If employee converts to an individual plan there is no waiting period for any benefits. ☐ Yes ☐ No
- I. Was employee instructed that if enrolled under the Special Accident and Travel Insurance (SATI) coverage under the Accident Protection Benefit Plan continues for 31 days from the last day of pay period in which a deduction was made? This is not necessarily the last day on duty of employee but invariably two weeks prior since the termination of payroll allotments differs according to notice given of resignation. Employee is eligible to continue this coverage at the same rates and amounts to age 65. If employee desires to continue this coverage he/she should immediately contact Wright & Company, 1001 Connecticut Avenue, N. W., Suite 1222, Washington, D. C. 20036. ☐ Yes ☐ No
- J. Was employee instructed to furnish forwarding address to all firms with which accounts or business transactions have been established? ☐ Yes ☐ No Was employee urged to satisfactorily pay his (her) just debts? ☐ Yes ☐ No
- K. Was employee advised that any inquiries concerning his (her) FBI employment should be directed to FBI, Justice Building, Washington, D. C. 20535, as such information is not available elsewhere? ☐ Yes ☐ No
- L. The retiring employee is qualified and desires the ☐ 20-year plaque ☐ 25-year plaque ☐ 30-year plaque.
- M. Comments: (Please state specific individual reason in explanation of check on other side of form. Set out if it can possibly be obtained, (1) re employment - information as to where the other employment will be, its nature, the salary that will be paid and when it will begin; (2) re school - date employee proposed to enroll.)
- N. Has there been any substantial change in employee's work performance record since submission of last performance rating? ☐ No ☐ Yes If "Yes" give current adjective rating and basis for change.
- O. For SA Employees Only. Have reason(s) for resigning been thoroughly discussed with employee? Does employee understand that favorable consideration may not be given for reinstatement unless reason(s) for resigning were compelling and beyond employees control? ☐ Yes ☐ No
- P. Recommendations re reinstatement: ☐ Yes ☐ No (If No, explain why.)

Director, FBI

Att: Special Investigative Division

SAC,

- ☐ Initial Submission
☐ Supplements FD-65 dated _____
☐ Photograph not needed

Indicate following:

- ☐ Extremist (Black)
☐ Extremist (White)
☐ Rev. Act.
☐ Other Security background
☐ None of these

FD-65

Caution <input type="checkbox"/>	MKE	Name	NAM	Sex	SEX	Race	RAC
Place of Birth	POB	Birth Date	DOB	Height	HGT	Weight	WGT
Eye Color	EYE	Hair Color	HAI	FBI No.	FBI	Skin Tone	SKN
Scars, Marks, Tattoos, etc.							SMT
NCIC Fingerprint Classification	FPC	Other Identifying Number	MNU	Social Security #	SOC		
Operator's License Number	OLN	Operator's License State	OLS	Year Expire	OLY		
Offense Charged OFF _____							
U. S. Code, Title and Section _____							
Warrant Issued By _____ on _____				DOW	F. O. File #	OCA	
Date PBV or Bond Default Case Referred to Office _____							
Miscellaneous Including Bond Recommended				MIS	Fingerprint Classification (Henry System)		
LICENSE PLATE AND VEHICLE INFORMATION							
License Plate Number	LIC	State	LIS	Year Expires	LIY	License Plate Type	LIT
Vehicle Identification #	VIN	Year	VYR	Make	VMA	Model	VMO
						Style	VST
						Color	VCO
Aliases				Additional Identifiers			
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/04/2000 BY SP2 RMM/AMF MDR-16				112 3 1			
NCIC #	NIC						

INSTRUCTIONS

1. **Caution (MKE)** - Insert "C" in block if caution statement indicated. Basis for caution statement must appear in Miscellaneous block, e.g. armed and dangerous.
2. **Name (NAM)** - Place name in this block. Aliases are not to be entered in this block but are to be placed in Aliases block.
3. **Sex (SEX)** - Sex will be designated by one letter, M (male) or F (female).
4. **Race (RAC)** - Race will be described by one letter, W (white), N (Negro), I (Indian), C (Chinese), J (Japanese), O (all other). Mexicans who are not definitely Indian or other nonwhite should be described as "W".
5. **Place of Birth (POB)** - Indicate city and state or, if foreign born, city and country. Where multiple birthplaces are reported, list verified birthplace or that which appears most logical in this block.
6. **Birth Date (DOB)** - Enter as month, day and year. Where multiple birth dates are reported, enter verified birth date or that which appears most logical in this block. Place other dates of birth in Additional Identifiers block.
7. **Height (HGT)** - Express in feet and inches, e.g., 6' 0". Round off fractions to nearest inch.
8. **Weight (WGT)** - Express in pounds. Omit fractions.
9. **Eye Color (EYE)** - Use appropriate three character symbol.
10. **Hair Color (HAI)** - Use appropriate three character symbol.
11. **Skin Tone (SKN)** - Use appropriate three character symbol.
12. **Scars, Marks, Tattoos, etc. (SMT)** - Place in this block only appropriate NCIC coding for scars, marks, tattoos, birthmarks, deformities, missing body parts and artificial body parts as defined in NCIC Operating Manual. If more than one SMT is to be entered, use Additional Identifiers block for additional appropriately coded items. Use Miscellaneous block to describe all scars, marks, tattoos, etc. which are not defined in the NCIC Operating Manual and to more fully describe SMT's which have been entered in SMT block. For example, an appendectomy scar, not being readily visible, would be described in the Miscellaneous block. A tattoo on right arm, shown as TAT R ARM in block, might be further described in Miscellaneous block as a rose tattoo on inside of lower right arm.
13. **NCIC Fingerprint Classification (FPC)** - Enter NCIC fingerprint classification.
14. **Other Identifying Number (MNU)** - Miscellaneous numbers may be entered with appropriate identifiers (prefixes) as shown below. For first miscellaneous identifying number, use MNU block. When military service number is in fact Social Security Account Number, the number should be entered in both MNU and SOC blocks. Additional identifying numbers are placed in Additional Identifiers block. The identifier (prefix) should precede the number and be separated from the number by use of a hyphen.
 - AF - Air Force Serial Number
 - AR - Alien Registration Number
 - AS - Army Serial Number, National Guard Serial Number or Air National Guard Serial Number (regardless of State)
 - CG - U. S. Coast Guard Serial Number
 - MD - Mariner's Document or Identification Number
 - MC - Marine Corps Serial Number
 - MP - Royal Canadian Mounted Police Identification Number
 - NS - Navy Serial Number
 - PP - Passport Number
 - PS - Port Security Card Number
 - SS - Selective Service Number
 - VA - Veterans Administration Claim Number
15. **Fingerprint classification (Henry System)** - The Henry System fingerprint classification is to be placed in this block, when available. Do not enter in NCIC.
16. **Social Security Number (SOC)** - Place subject's Social Security Account Number in this block.
17. **Operator's License Number** - Place subject's operator's license number in OLN block. Also show licensing state (OLS) and year license expires (OLY).
18. **Warrant Issued By-On-(DOW)** - In Escaped Federal Prisoner cases enter date of escape in DOW block.
19. **Miscellaneous (MIS)** - Enter additional pertinent information in this block. If caution statement used, basis for statement must be set forth as first item in this block.
20. **License Plate and Vehicle Information** - Place information concerning license plate and/or vehicle known to be in the possession of subject in appropriate blocks under License Plate and Vehicle Information heading.
21. **Additional Identifiers** - Enter information concerning additional license plates (number, state, year expires, and where applicable, type); Social Security Numbers; operator's license number, state and year expires; vehicle information (VIN, VYR, VMA, VMO, VST, VCO); MNU's (see list in item 13 above); visible scars, marks, tattoos, etc.; and dates of birth. Clearly identify what data is being set forth; e.g. Social Security # 423-56-3294; Michigan operator's license 234567, expires 1972; DOB's 4/5/32, 5/3/32; etc.
22. Changes and deletions should be so indicated in the appropriate blocks.

TO: SAC _____, 19 ____
 Attention: _____ RA

RE: _____
 aka _____

The captioned subject was reported residing at _____
 _____, and employed as a _____ at the
 _____, as of _____, 19 ____.
 Subject's spouse is _____.

The subject has been reported involved in the following subversive and extremist activity on the dates shown:

1. _____
2. _____
3. _____

It is requested the following investigation be conducted: (Check where applicable.)

- FD-203**
- ☐ A. Verify current employment and residence.
- ☐ B. Determine current criminal record, it being noted the subject's criminal file was last reviewed _____, 19 ____.
- ☐ C. Obtain background, and dates, from subject's employment record.
- ☐ D. Check subject's marriage record at Probate Court, it being noted subject was reported married _____, 19 ____, at _____.
- ☐ E. Check official birth record at Bureau of Vital Statistics, it being noted subject reported born on _____, 19 ____, at _____.
- ☐ F. Determine whether subject has access to classified or restricted material.
- ☐ G. Conduct neighborhood investigation; the following specific information is desired:

- ☐ H. Check informants, it being noted _____, _____, and _____ have given information in the past.
- ☐ I. Review INS records.
- ☐ J. Determine if subject has military service.
- ☐ K. Obtain ☐ photograph of subject ☐ description ☐ handwriting specimen.
- ☐ L. Determine subject's education; check school or college records, it being noted subject was reported attending _____ in 19 ____.
- ☐ M. Determine subject's status of health.

The agent conducting the investigation will be alert for any evidence of subversive activity and in addition will _____

(use reverse side, if necessary)

Enc. Serial/s _____ Special Agent
 File # _____

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 DATE 10/24/2000 BY SP2AM/DMF
 MAR-16

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Copy to:

Report of:
Date:

Office:

Field Office File #:

Bureau File #:

Title:

Character:

Synopsis:

FD-204

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DATE 10/04/2000 BY SP2 PUM/MAF
MDR-16

UNITED STATES GOVERNMENT

Memorandum

TO : SAC

DATE:

FROM : SA

SUBJECT:

Dates of Contact

File #s on which contacted (Use Titles if File #s not available or when CI provides positive information)

Purpose and results of contact

- ☐ NEGATIVE
☐ POSITIVE
☐ STATISTIC

FD-209

☐ POSITIVE ASSIGNMENT GIVEN

Has informant shown any indication of emotional instability, unreliability or furnishing false information?

☐ Informant certified that he has furnished all information obtained by him since last contact, including information concerning narcotics.

Coverage

PERSONAL DATA

ALL INFORMATION CONTAINED
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DATE 6/06/2002 BY SP2 NM/lmf
MOR-16

UNITED STATES DEPARTMENT OF JUSTICE
Federal Bureau of Investigation

IMMEDIATE ATTENTION: DESERTER DESK

AIRTEL

DATE:

TO: Director (BUFILE: 42-
Federal Bureau of Investigation

FROM: SAC, (42-

STATUS:

☐ REPORT FOLLOWS

SUBJECT:

Social Security Account #:
Serial #:
FBI #:
DESERTER FUGITIVE
O.O.

The above-captioned individual has been apprehended, located, or his status has otherwise been cleared as indicated and this Bureau's investigation has been discontinued.

Located By:

Date and Place:

Wearing Apparel:

☐ Unemployed; Place of Employment:

Confined:

☐ Fingerprinted or photographed; or with whom arrangements made to fingerprint and photograph:

Name, title, location and date military advised and by whom:

Remarks:

Description:

Copies:

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MDR-16

(For FBI Headquarters Use Only)

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☐ Army ☐ Air Force ☐ Marine Corps ☐ Navy
☐ Data Processing Section
☐ Ident Div.

Card Dated:

UNITED STATES DEPARTMENT OF JUSTICE
Federal Bureau of Investigation**COPY**

DATE:

FROM: Director
Federal Bureau of Investigation

SUBJECT:

Social Security Account #:
Serial #:
FBI #:
DESERTER FUGITIVE
O.O.

The above-captioned individual has been apprehended, located, or his status has otherwise been cleared as indicated and this Bureau's investigation has been discontinued.

Located By:

Date and Place:

Wearing Apparel:

☐ Unemployed; Place of Employment:

Confined:

☐ Fingerprinted or photographed; or with whom arrangements made to fingerprint and photograph:

Name, title, location and date military advised and by whom:

Remarks:

Description:

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DATE 10/04/2000 BY SP8 RUM/MAF
MOR-16

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☐ Army ☐ Air Force ☐ Marine Corps ☐ Navy

FD-221
CITY _____

DATE _____

Received from Special Agent in Charge, FBI, _____

_____ dollars, and _____

cents,

(\$ _____), which money was actually paid by me on _____

to _____

for information concerning the case entitled _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/00 BY SP2 Rm/wmf
MDR-16

Signed: _____

Special Agent

CITY _____

DATE _____

Request of Special Agent in Charge, FBI, _____

_____ dollars, and _____ cents,

(\$ _____), which money is to be paid by me on _____

to _____

for information concerning the case entitled _____

Services: \$ _____ Federal Income Tax Withheld \$ _____

Expenses \$ _____

Signed: _____
Special AgentHave payments been made by other Offices? ☐ No ☐ Yes (List Offices below.)

Authority (date) _____

Period Covered by Payment _____

Authorization Checked _____

Check Number _____

Receipts Received _____

Voucher Prepared _____ Item _____

Date of Actual Payment _____

By whom _____

Informant's File No. _____

Approved _____

SAC

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/04/2000 BY SP2 Rm/lmf

MDR-16

Mark opposite each item the number of the serial or serials in which the information appears. Although these items are regarded as nonvariable, changes may be noted by adding the new serial number and crossing out the old. When form is complete as to all applicable items, the Agent and Field Supervisor should initial the form at the end.

Symbol Number _____

Office File _____

Type of Informant: ☐ CI ☐ PCI ☐ CS
☐ C-TE ☐ PC

Bureau File _____

Serial No.

1. Name _____
2. Aliases _____
3. Informant Index Card Made _____
4. Description _____
5. Background Developed _____
6. Photograph _____
7. Local Criminal Check _____
8. Bureau Identification Record _____
9. Past Criminal Activities _____
10. Criminal Associates _____
11. Availability To Other Divisions _____
12. Advised of FBI Jurisdiction _____
13. Advised of Confidential Relationship _____
14. Advised Not Employee of Bureau _____
15. Advised to Furnish Information Only to Bureau _____
16. Advised Payments are Incoming _____
17. Advised Not to Contact Office Personally _____
18. When Designated Approved Informant _____
19. Indices Search Slip (FD-160) Summarized _____
20. Statement of Willingness to Aid Bureau _____
21. Arrangements for Payment _____
22. Symbol Number Assigned _____
23. Bureau Advised of Symbol _____
24. Service Record Checked, if any _____
25. Flash Notice Placed _____ or Removed _____
26. Alternate Agent _____
27. Coverage _____
28. Statistical Accomplishments _____
29. NCIC Test (Z) Inquiry _____
30. Inspector's Rating at Time of Last Inspection _____

237

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/2000 BY SP2 PUM/umf
MDR-16

Completed: _____

Approved: _____

NO SERIAL NUMBER
KEEP ON TOP OF OTHER SERIALS IN FILE

Date _____

Mark opposite each item the number of the serial or serials in which the information appears. Although these items are regarded as nonvariable, changes may be noted by adding the new serial number and crossing out the old. When form is complete as to all applicable items, the Agent and Field Supervisor should initial the form at the end.

Symbol Number _____

Office File _____

Type of Informant ☐ SI ☐ PSI ☐ CS

Bureau File _____

Date Approved and Serial No. _____

Serial No.

1. Name _____

2. Aliases _____

3. Code Name _____

4. Bureau Advised of Symbol _____

5. Date and Place of Birth _____

6. Description _____

7. Photograph _____

8. Background Investigation:

(a) File References Checked _____

(b) Local Criminal Check _____

(c) Bureau Identification Record _____

(d) Selective Service Check _____

(e) Check of Armed Services Record _____

(f) Informants Canvassed _____

(g) Reliability Check _____

(h) Patriotism _____

(i) Reputation _____

9. Informant Advised of:

(a) Not Bureau Employee _____

(b) Activities Voluntary _____

(c) Relationship Confidential _____

(d) Bureau Labor Policy _____

(e) Not to Retain Copies of Notes - Reports _____

(f) Report to be Submitted Under Code Number and in Third Person _____

(g) Payments are Income _____

(h) Use Public Telephones _____

(i) No Office Contact Personally _____

10. Statement of Cooperation _____

11. Post Office Box Number Assigned _____

12. Informant Indices Card Made _____

13. Agent Who Handles Information _____

14. Alternate Agent _____

15. Concealment and Characterization Guide _____

16. Flash Notice Placed _____ or Removed _____

17. Coverage _____

18. NCIC Test (Z) Inquiry _____

19. Inspector's Rating at Time of Last Inspection _____

No Serial Number:

Initials _____ Agent

Keep on Top of Other Serials in File.

Supervisor

Film Pack Log

Person Photographed	Date and Place Photo Taken	File No.	Photographers Initials
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/04/2000 BY SP2 DM/100

MDR-16

FD-251

FEDERAL BUREAU OF INVESTIGATION

REPORTING OFFICE	OFFICE OF ORIGIN	DATE	INVESTIGATIVE PERIOD
TITLE OF CASE		REPORT MADE BY	TYPED BY
		CHARACTER OF CASE	

FD-263

ACCOMPLISHMENTS CLAIMED					<input type="checkbox"/> NONE	ACQUIT-TALS	CASE HAS BEEN: PENDING OVER ONE YEAR <input type="checkbox"/> YES <input type="checkbox"/> NO PENDING PROSECUTION OVER SIX MONTHS <input type="checkbox"/> YES <input type="checkbox"/> NO
CONVIC.	FUG.	FINES	SAVINGS	RECOVERIES			
APPROVED					SPECIAL AGENT IN CHARGE	DO NOT WRITE IN SPACES BELOW	
COPIES MADE:							
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE <u>6/24/2000</u> BY <u>SP2 RUM/inf</u> <u>MAR-16</u>							
Dissemination Record of Attached Report						Notations	
Agency						<div style="text-align: center;">319</div>	
Request Recd.							
Date Fwd.							
How Fwd.							
By							

**Job Qualification Statement of Position of Radio Maintenance Technician
in the Federal Bureau of Investigation**

Entrance Salaries \$8,500 (Grade GS-5) and \$10,520 (Grade GS-7)

Applicants must be citizens of the United States, be in excellent physical condition and have satisfactory vision in view of the nature of the work.

Applicants also must have attained at least a high school education and some type of formal training in basic electronics; have a valid automobile operator's permit and pass a spelling test.

Applicants for the GS-5 position must be capable of assisting in ordinary repair and maintenance of electronic and FM radio equipment, and be proficient in the use of basic hand tools and electronic test equipment.

Applicants for the GS-7 position must possess a thorough knowledge of the fundamental principles of electronics and FM radio theory, and must be capable of performing corrective and preventive maintenance on electronic and FM radio communications equipment. To indicate previous training and experience, applicants should submit certification of the following, as applicable:

1. Commercial, government and/or military experience in maintenance of (a) electronic equipment for other than communications use, (b) communications equipment other than FM radio and (c) FM radio equipment.
2. Current or expired FCC First Class or Second Class Radiotelephone and/or Radiotelegraph License.
3. Commercial, government and/or military experience in electronic equipment design and/or construction.
4. Educational background in electronics theory and/or engineering.

Radio Maintenance Technicians must be willing to travel and accept assignments in any part of the United States or in Puerto Rico, and to work on a day, evening or midnight shift, as required. Promotional opportunities exist consistent with qualifications and proficiency. Appointments to these positions are not under Civil Service regulations and are strictly probationary for the first year.

Application forms may be obtained on request from any FBI field office or by communication addressed to the Federal Bureau of Investigation, Washington, D. C. 20535. Applicants may be required to proceed at their own expense to the nearest field office for interview and examination, and to their first office of assignment if employed.

FD-264

The Federal Bureau of Investigation is an equal opportunity employer.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/2000 BY SP2 RUM/MLC

Time	Initial	IC OG	Activity Recorded
<p>FD-297</p>			
<p>ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/04/2000 BY SP2 Rm/lmac MDR-16</p>			
Log Page			Employee's Name
Day Date			
			Date Stamp

FEDERAL BUREAU OF INVESTIGATION

Date of transcription _____

FD 302

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/2000 BY SP2 RUM/mf
MOR-16

Interviewed on _____ at _____ File # _____

by _____ Date dictated _____

This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and is loaned to your agency; it and its contents are not to be distributed outside your agency.

1. ☐ Subject's name is included in the ADEX.
2. ☐ The data appearing on the ADEX Card are current.
3. ☐ Changes on the ADEX Card are necessary and Form FD-122 submitted to the Bureau.
4. ☐ A suitable photograph ☐ is ☐ is not available.
Date photograph was taken _____.
5. ☐ Subject is employed in a key facility and _____ is charged with security responsibility. Interested agencies are _____.
6. ☐ Reason for classification where exemption category does not provide a self-evident basis.
 - a. Details of Report: _____
 - b. Cover Pages: _____
7. ☐ Subject previously interviewed (dates) _____.
☐ Subject was not ☐ interviewed ☐ reinterviewed because (state reason) _____.

FD 305

8. ☐ This case no longer meets the ADEX criteria and an FD-122 with succinct summary, has been directed to the Bureau recommending cancellation.
9. ☐ This case has been reevaluated in the light of the ADEX criteria and it continues to fall within the criteria because (state reason) _____

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DATE 10/04/2000 BY SP2 RUM/MTF
MDR-16

10. ☐ Security Flash Notice (FD-165) to Identification Division:
☐ Submitted _____ (date) Placed ☐ Yes ☐ No
11. ☐ Subject designated and/or included in:

<input type="checkbox"/> Arab Terrorist Photograph Album	<input type="checkbox"/> Extremist Photograph Album
	<input type="checkbox"/> Weatherman Photograph Album

Date prepared

Date received

Received from (name or symbol number)

Received by

Method of delivery (check appropriate blocks)

☐ in person ☐ by telephone ☐ by mail ☐ orally ☐ recording device ☐ written by Informant

If orally furnished and reduced to writing by Agent:
Date

Date of Report

Dictated _____ to _____

Date(s) of activity

Transcribed _____

Authenticated
by Informant _____

Brief description of activity or material

File where original is located if not attached

* INDIVIDUALS DESIGNATED BY AN ASTERISK (*) ONLY ATTENDED A MEETING AND DID NOT ACTIVELY PARTICIPATE.
VIOLENCE OR REVOLUTIONARY ACTIVITIES WERE NOT DISCUSSED.

☐ Information recorded on a card index by _____ on date _____.

Remarks:

FD-306

Block Stamp

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/2000 BY SP2 Rm/lmf
MOR-16

**QUESTIONNAIRE FOR APPLICANTS FOR
RADIO MAINTENANCE TECHNICIAN POSITIONS**

Note: Questions are intended to elicit answers which will provide basis for evaluation of your background and knowledge as pertinent to your application for employment. All questions are to be answered by the applicant as briefly as clarity will permit. Answers should be included in the space provided, if possible, although they may be continued on a separate sheet of paper if necessary.

1. List formal training received in theory, repair and/or design of electronic equipment, including names of schools, dates attended, courses completed and certificates obtained.

FD-318

2. List dates of employment, nature of work performed and degree of supervision received in repair of:
(a) electronic equipment for other than communications use, e.g., computers, radar, etc.,
(b) communications equipment other than FM radio, (c) FM radio equipment.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/2000 BY SP2 DUM/lmf
MOR-16

3. List electronic communication and radio equipment with which you have worked and degree of actual maintenance performed.
4. Explain maintenance procedures, both corrective and preventive, performed on above, including frequency of performance and test equipment used.
5. List the types of electronic test equipment with which you are familiar and how often and over what period of time you have used each type listed.
6. Have you ever constructed any electronic equipment by assembling the basic components?
☐ Yes ☐ No If so, describe such equipment and discuss briefly its theory of operation.

7. Have you ever tuned any radio/transmitters? ☐ Yes ☐ No If so, describe the transmitters as to type of emission and power output (*indicating make and model if known*) and state the degree of supervision you received in such work.
8. Have you ever aligned any radio receivers? ☐ Yes ☐ No If so, state what type of receivers, what equipment was used in the alignment process and what degree of supervision you received in such work.
9. Have you ever installed any two-way radio communications equipment in automobiles?
☐ Yes ☐ No If so, state the approximate number of such installations you have made and indicate the degree of supervision you received in performance of such work.
10. Have you ever had any responsibilities for the work of others in connection with communications and/or radio maintenance? ☐ Yes ☐ No If so, state the types of maintenance involved, the number of personnel for which you were responsible and the degree of responsibility.

11. List any valid Federal Communications Commission licenses you now hold. Include both amateur and commercial licenses and indicate license identifying data and date license obtained.

12. State briefly any other facts bearing on your technical qualifications for a position concerned with preventive and corrective maintenance of communications and FM radio equipment.

If appointed to the GS-5 RMT position, I understand I must acquire within two years, the GS-7 RMT technical qualifications which have been explained to me; that this may be accomplished through on-the-job training in the FBI under the supervision of an experienced technician coupled with my personal effort in the study of radio theory. If I fail to acquire these qualifications within two years, I fully realize I may be reassigned to other than technical maintenance duties and not necessarily to a location of my choice.

(Signature of Applicant)

In Reply, Please Refer to

File No. _____

FBI CASE STATUS FORM

Date: _____

To : _____
*Name and location of USA*From: _____
Name of Official in Charge and Field Division *Signature of Official in Charge*

You are hereby advised of action indicated below:

Re : _____
Name *Sex* *Age*_____
*Violation (Include Section and Title Numbers of United States Code.)*Complaint ☐ authorized ☐ declined on _____ by _____
Date *USA or AUSA*

Bond recommended _____

Complaint filed by _____ on _____
Agent's Name *Date*with _____ and warrant issued.
*U. S. Magistrate*Facts on which complaint ☐ authorized ☐ declined and other pertinent information about case:

FD-320

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/24/00 BY SP2 Rm/vmf
MDR 16

DOJ/FBI

Month of _____

[illegible]

PD-334

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/10/2000 BY SP2 Rm/jm
MAR-16

Month of _____

[illegible]

Memorandum

DATE:

SUBJECT:

In accordance with the above, the following serials are to be destroyed.

[illegible]

Approved _____

Destroyed by _____ Date _____

Memorandum

DATE:

FROM : SA

SUBJECT:

In connection with the destruction of channelizing memoranda which are one year old, on a yearly basis, the serials listed below were destroyed. The review for this memorandum was made from serial _____ through serial _____.

In accordance with the above, the listing below sets forth the serials to be destroyed and the location of the original information:

[illegible]

No. of copies _____

Approved _____

Destroyed by _____ Date _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/2000 BY SP8 sum/DMC
MDR-16

United States Department of Justice
Federal Bureau of Investigation

FD-342

Dear Sir:

For your information, I am enclosing communications
which may be of interest to you.

Very truly yours,

Official in Charge

Enc.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/2000 BY SP2RUM/lmf
mor-16

FD-348 (Rev. 9-18-73)

Name				Symbol		Field Div'sion	
Code		File Number				P.O. Box #	
<input type="checkbox"/> PS	<input type="checkbox"/> EI	<input type="checkbox"/> PEI	<input type="checkbox"/> CS	Date authorized		Race	
<input type="checkbox"/> CI *	<input type="checkbox"/> PCI	<input type="checkbox"/> SI	<input type="checkbox"/> PSI			Discontinued	
Residence address & telephone number							

Employment address, position, & telephone number

Type of information

Contacting Agent and

(Alternate (or FBIHQ Supv.) (over)

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED~~
~~DATE 5-10-83 BY 1043 P/482513 P/482513~~

(For FBIHQ use only)

Date of birth

Place of birth

Citizenship

Current subversive membership

Activity or Remarks

FD-348

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/00 BY SP2 Rm/lmf
MDR-16

INSTRUCTIONS

1. Submit form in duplicate (unless used only to request check of State automated motor vehicle records).
2. This form may be submitted in legible HAND PRINTING.
3. Use separate form for each person on whom record is requested.
4. Date & place of birth imperative for passport check.
5. Indicate office for reply in lower left corner. Also list in same corner all offices which should receive copies of reply. Include carbon for each office receiving copies.
6. With regard to military records this form does not apply to deserters.
7. Reverse side of form may be used for recording results, if needed.

TO: SAC, <input type="checkbox"/> Alexandria <input type="checkbox"/> San Antonio RE: <input type="checkbox"/> CIA <input type="checkbox"/> Other	Date
<input type="checkbox"/> Baltimore <input type="checkbox"/> St. Louis <input type="checkbox"/> INS	
<input type="checkbox"/> Denver <input type="checkbox"/> WFO <input type="checkbox"/> MILITARY	
<input type="checkbox"/> Indianapolis <input type="checkbox"/> <input type="checkbox"/> PASSPORT	

Name		Aliases:					
Alien Reg. Number				Social Security Number			
Passport Number		Service Number					
Address		Date of Birth		Place of Birth			
		Race		Sex		Complexion	
		Height		Weight		Hair	

Other pertinent information:

FD 356

Specific information desired:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/2000 BY SP6 NLM/mf
MOR-14

FOR REPLY ONLY

☐ On basis of information furnished, unable to identify:

☐ Military ☐ Passport ☐ INS ☐ CIA

☐ No pertinent identifiable information

☐ Available information attached

☐ Photo: ☐ Attached ☐ Unavailable

☐ Handwriting specimen attached

Inquiry made by: _____

Date: _____

Also furnish: ☐ Photo ☐ Handwriting specimens

Return reply to:

SAC _____ (_____)

File No. _____

Attention SA _____

Send copies to:

Block Stamp and Notations

F B I

Date:

Transmit the following in _____
(Type in plaintext or code)Via AIRTEL _____
(Precedence)

To: Director, FBI

ATTENTION:

- ☐ GENERAL INVESTIGATIVE DIVISION
☐ CIVIL RIGHTS SECTION
☐ CRIMINAL SECTION
☐ INTELLIGENCE DIVISION

From: SAC, _____

Subject:

- ☐ CR ☐ EL ☐ DIH ☐ CRA-64
☐ PA ☐ PE ☐ PF ☐ E
☐ DAMV ☐ DAMV-FR ☐ CAA
☐ AP ☐ IWFC ☐ CWAA ☐ FI
☐ EID ☐ Bomb Threats ☐ Extremist Matters
☐ White Hate ☐ Black

Summary of Complaint:

FD-365

INDICES: ☐ Negative ☐ See Summary

ACTION: UACB:

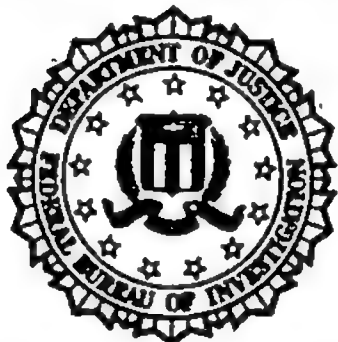
- ☐ No further action being taken and
☐ LHM enclosed
☐ FD-376 (Enc. to LHM)
☐ LHM being submitted
☐ Report being submitted
☐ Preliminary investigation instituted
☐ Limited investigation instituted
☐ Investigation continuing

☐ Copy to: ☐ USA
☐ Secret Service
☐ ATF

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 10/04/2001 BY SP2 RMY/lmf

Approved: _____ Sent _____ M Per _____

Special Agent in Charge



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

SUBJECT:

CHARACTER:

REFERENCE:

Referenced communication contained subject's residence and/or employment address. A recent change has been determined and is being set forth below (change only specified):

Residence:

Employment:

FD-366

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/2006 BY SP2 EUM/umf
moe-16

This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and is loaned to your agency; it and its contents are not to be distributed outside your agency.

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE:

Attention: Data Processing Section

FROM : SAC,

**SUBJECT: DISSEMINATION OF CRIMINAL INFORMATION
TO OTHER AGENCIES**

RE SAC Letter 59-30 dated 5/5/59.

All Matters	Narcotics Matters
-------------	-------------------

- A. Total number of items disseminated to local and state law enforcement agencies _ _ _ _ _
1. Information obtained during course of Bureau investigation _ _ _ _ _
2. Information furnished by all informants _ _ _ _ _
3. Information from complaints and any other sources _ _ _ _ _
- B. Total number of items disseminated to other Federal agencies _ _ _ _ _
1. Information obtained during course of Bureau investigations _ _ _ _ _
2. Information furnished by all informants _ _ _ _ _
3. Information from complaints and any other sources _ _ _ _ _

3 - Bureau

ED-371

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/04/2000 BY SP4M/mf
MOR-16

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE:

FROM : SAC,

Note: Items 1 thru 10, list **total numbers**;
Items 11 thru 13, list **dollar value**;
or indicate **none** if applicable.

SUBJECT: CRIMINAL INFORMANT PROGRAM
MONTHLY PROGRESS LETTER

Administrative Accomplishments

1. Informants Listed at Beginning of Month _____

2. Informants Added During the Month
(List Symbol Numbers here.) _____

3. Informants Deleted During the Month
(List Symbol Numbers here.) _____

FD-374

4. Informants Listed at End of Month _____

5. Potential Informants Being Developed _____

Statistical Accomplishments

6. Subjects Arrested, FBI Cases _____

7. Bureau Fugitives (included in Item 6) _____

8. Subjects Located, FBI Cases (not included in Items 6 or 7) _____

9. Subjects Arrested, Other Federal Agencies _____

10. Subjects Arrested, State and Local _____

11. Merchandise Recovered, FBI Cases _____

12. Merchandise Recovered, State & Local _____

13. Merchandise Recovered, Other Federal Agencies _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/04/00 BY SP2 ALH/mt
MDR-16



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

Date:

Director
Federal Bureau of Investigation
Washington, D. C. 20535

TRAINING AGREEMENT

In consideration for the following specialized training which will result in considerable time and expense to the Federal Bureau of Investigation (FBI), I, _____, agree to remain in the service of the FBI (or Department of Justice, as to final item below) for the time specified, contingent upon my maintaining a satisfactory work record.

- ☐ So that I may receive training in classifying, searching, and filing of fingerprints, I agree to remain in the service of the FBI performing fingerprint duties for at least one year from this date. I understand that I may be assigned, consistent with the demands of the service, to work at night.
- ☐ So that I may receive training in ☐ stenographic ☐ typing skills, I agree to remain in the FBI for a minimum of one year after completion of training. In addition, I agree to accept any assignment in any division at FBIHQ or Washington Field Office consistent with such needs for my services.
- ☐ So that I may receive training in ☐ automatic data processing equipment ☐ cryptanalytics, I agree to remain in the FBI one year after completion of formal training.
- ☐ So that I may receive training in a foreign language, I agree to remain in the FBI for three years after I successfully complete this training.
- ☐ So that I may receive advanced training in maintenance and repair of FM radio equipment, I agree to remain in the service of the FBI for at least one year following completion of the training.
- ☐ So that I may receive training under the Government Employees Training Act to be given me at _____, I agree to remain in the Department of Justice for a minimum of _____ after completion of training. If I voluntarily leave the Department before expiration of that period, I will pay the Government the amount of the additional expenses paid by it for the above-mentioned training.

FD-375

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/2000 BY SP2AM/lmf
MAR-16

Signature

Date _____

Mark opposite each item the number of the serial or serials in which the information appears. Although these items are regarded as nonvariable, changes may be noted by adding the new serial number and crossing out the old. When form is complete as to all applicable items, the Agent and Field Supervisor should initial the form at the end.

Symbol Number _____

Office File _____

Type of Informant: ☐ PEI ☐ EI ☐ CS-E

Bur File _____

Date Approved and Serial No. _____

Serial Number

1. Name _____
 2. Aliases _____
 3. Bureau advised of Symbol _____
 4. Cover name assigned and Bureau advised _____
 5. Background developed _____
 6. Description _____
 7. Photograph _____
 8. Local criminal check _____
 9. Bureau Identification Record (FD-9) _____
 10. Armed Service record check _____
 11. Informants canvassed _____
 12. Past extremist activities _____
 13. Extremist associates _____
 14. Informant advised of: _____
 - (a) Not Bureau employee _____
 - (b) Activities voluntary _____
 - (c) Relationship confidential _____
 - (d) FBI jurisdiction _____
 - (e) Furnish information only to Bureau _____
 - (f) Payments are income _____
 - (g) Report to be submitted under code name and in third person _____
 - (h) Not to contact office personally _____
 - (i) Not to retain copies of notes or reports _____
 15. Reliability check _____
 16. Statement of cooperation _____
 17. When removed from probation _____
 18. Informant indices card made _____
 19. Agent who handles informant _____
 20. Alternate Agent _____
 21. Flash notice placed _____ or removed _____
 22. Coverage _____
 23. NCIC Test (Z) Inquiry _____
 24. Inspector's rating at time of last inspection _____
- Completed _____
- Approved _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/04/2000 BY SP3ALM/lmf

MAR-16

No Serial Number

Keep on Top of Other Serials in File

UNITED STATES GOVERNMENT

Memorandum

TO :

DATE:

FROM :

SUBJECT:

RE: FD-379

Bureau authority is requested to interview subject in accordance with existing instructions relating to interviews of security subjects. Care will be exercised to protect the original source in this matter. No direct questions will be asked during the interview which will disclose to the subject the identity of the official or the establishment contacted, the method used in the contact, or the fact we are aware of the contact. The interview will be conducted in a manner so that the subject will volunteer the details of the contact. If this subject is cooperative, no affirmative steps will be taken during the initial interview to direct his activities, but a separate communication will be directed to the Bureau setting forth the results of the interview and requesting authority to recontact the subject to determine his asset potential.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/03/2001 BY SP2 RUM/lmf
MOR-16

FBI PERSONNEL RECORD

TYPE OR PRINT

LAST NAME

FIRST NAME

MIDDLE NAME

SEX

RACE

HT. (Inches)

WT.

HAIR

EYES

EMPLOYEE'S SIGNATURE

DATE OF BIRTH

PLACE OF BIRTH

SCARS AND MARKS - AMPUTATIONS

DATE FINGERPRINTED

LEAVE THIS SPACE BLANK

FINGERPRINTED BY

CLASS.

REF.

1. RIGHT THUMB

2. RIGHT INDEX

3. RIGHT MIDDLE

4. RIGHT RING

5. RIGHT LITTLE

6. LEFT THUMB

7. LEFT INDEX

8. LEFT MIDDLE

9. LEFT RING

10. LEFT LITTLE

FD 380

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

LEFT THUMB

RIGHT THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP2ALM/mtf
MDR-16

F B I

Date:

Transmit the following in _____
(Type in plaintext or code)Via Airtel _____
(Precedence)

To: Director, FBI

From: SAC, _____

Subject: CRIMINAL INTELLIGENCE PROGRAM
_____ DIVISION
MONTHLY SUMMARY OF ACCOMPLISHMENTS

Re my airtel _____.

1. Number of agents assigned exclusively to the Criminal Intelligence Program in this Division: _____
2. A. Number of man days expended on this program during the recently concluded month: _____
- B. Number of man days expended on this program during the previous month: _____
3. A. Total number of Top Echelon Criminal Informants now active in this Division: _____
- B. Number of Top Echelon Criminal Informants developed during the recently concluded month: _____
4. A. Total number of La Cosa Nostra members identified to date in this Division: _____
- B. Number of La Cosa Nostra members identified as such during the recently concluded month: _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/2000 BY SP0AUM/umf
MAR-16

Approved: _____ Sent _____ M Per _____
Special Agent in Charge

VERIFICATION OF INFORMATION CONCERNING BOMBING SUSPECTS

MEMORANDUM RE:

Office File:

The following is the most recent place of residence, employment, employment address, organizational position, or description of automobile of subject as contained in the files of this office.

Residence:

Employment:

Address:

Key Facility Data (if applicable)

Geographical Reference Number _____ Responsible Agency _____

Description of Automobile:

It is requested the place of employment, address of employment, residence address, organizational position of subject or description of automobile be verified and the proper notation made below. It should also be determined if the subject still meets the criteria for investigation as set forth in Section 23E of the Manual of Instructions regarding Bombing Suspects.

Date:

Verified by SA:

An LHM should be submitted to Bureau & interested agencies ☐ Yes ☐ No

File Reviewed _____

Subject ☐ does ☐ does not meet above criteria-----
(For office use only)

Status _____

Date _____

Approved _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/23/2000 BY SP2 RUM/MLF
MDR-16

UNITED STATES GOVERNMENT

Memorandum

TO :

DATE:

FROM :

SUBJECT:

Re: **EXTREMIST OR SECURITY INFORMANT PROGRESS/JUSTIFICATION LETTER**

I. ☐ (a) I recommend that authority be granted to continue captioned informant for a period of _____ months effective _____ and that he continue to be paid under the authority of the Special Agent in Charge, UACB.

☐ (b) I recommend that authority be granted to pay captioned informant an amount up to \$ _____ per ☐ month ☐ week for services rendered on a c.o.d. basis, and up to \$ _____ per ☐ month ☐ week for expenses actually incurred for a period of _____ ☐ months ☐ weeks effective _____.
(If increase, furnish full justification under "Miscellaneous.")

II. Membership:

Amount paid for services and expenses:

FD-401

Number of activities and persons on whom coverage is provided:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/2000 BY SP2 DUM/tmc

MDR-16

Number of statements (written and oral) submitted: _____

Considered stable and reliable ☐ Yes ☐ No (Explain in "Miscellaneous.")Indoctrinated against disclosure ☐ Yes

Percentage of information verified _____

All necessary action taken on information furnished ☐ Yes ☐ No (Explain in
"Miscellaneous.")Advised payments for services are to be considered as income for tax purposes ☐ Yes

Summary of information furnished: *(If more space needed, add addendum.)*

Miscellaneous: *(Furnish steps being taken to advance informant, and any other pertinent information which should be brought to Bureau's attention.)*

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE:

FROM : SAC,

NOTE: Items 1 through 8 list total numbers; items 9 through 11 list dollar value; furnish details FD-405b

SUBJECT: STATUS REPORT
EXTREMIST INFORMANTS
EXTREMIST GROUPS (WHITE-BLACK-INDIAN)
EXTREMIST MATTERS

Re: _____

1. Informants

- a. Listed at beginning of month
- b. Added
- c. Deleted
- d. Listed at end of month

All extremist informants

Confidential Sources

2. Potential Informants

- a. Listed at beginning of month
- b. Added
- c. Deleted
- d. Listed at end of month

3. Number of Agents assigned exclusively to the development of extremist informants

White Extremist

Black Extremist

Indian Extremist

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/2000 BY SP2 RUM/kme

MDR-12

STATISTICAL ACCOMPLISHMENTS

- 4. Subjects Arrested, FBI Cases
- 5. Bureau Fugitives (included in Item 5)
- 6. Subjects Located, FBI Cases (not included in Items 5 or 6)
- 7. Subjects Arrested, other Federal Agencies
- 8. Subjects Arrested, State and Local
- 9. Merchandise Recovered, FBI Cases
- 10. Merchandise Recovered, State and Local
- 11. Merchandise Recovered, other Federal Agencies

Furnish complete listing quarterly - by the 10th of January, April, July, October; remaining months furnish only pertinent changes.

Name, location and number members of black, white, & Indian extremist groups including identities of local chapters & extremist groups on college campuses.	Identities of informants providing coverage who are members of organization. Do not list non-member informants. If no member informant, attach addendum and explain why you do not have member informants. Indicate specific action being taken to develop member informants and date such coverage is anticipated for each group.	Identities of individuals or groups who have participated in or are active in planning acts of extremist violence.	Identities of informants and sources providing coverage of the individual or groups in preceding column. If no member informant, attach addendum and explain why you do not have member informants. Indicate specific action being taken to develop member informants and date such coverage is anticipated for each group.	Identify geographical areas where there is a potential for violence & estimate the population in each area.	Furnish the number of informants and sources furnishing coverage of each area.
	<p style="text-align: center; font-size: 2em; transform: rotate(-90deg);">a Soh FD 16</p>				

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/23/2000 BY SP2 RUM/vmf
MDR-16

EXTREMIST INFORMANT ACCOMPLISHMENTS

(Summarize Informant Accomplishments for Previous Month re Extremist Intelligence Information. Specifically identify those major accomplishments attributable to Confidential Sources.)

FD-405b

DETAILS FOR STATISTICAL ACCOMPLISHMENTS LISTED ON FD-405

(Include (1) Corresponding Item # from FD-405; (2) Identity of Case; (3) Field or Bufile #; (4) Type of Accomplishment.)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/2000 BY SP6AM/kmf
MDR-16

AUTHORITY TO RELEASE INFORMATIONTO WHOM IT MAY CONCERN:

I hereby authorize any Special Agent or other authorized representative of the Federal Bureau of Investigation bearing this release, or copy thereof, within one year of its date, to obtain any information in your files pertaining to my educational records including, but not limited to, academic, achievement, attendance, athletic, personal history, and disciplinary records; medical records; and credit records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Federal Bureau of Investigation. Consent is granted for the FBI to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below.

Full Name: _____

(Signature)

Full Name: _____

(Type or Print Name)

Parent or Guardian: _____
(If required)

Date: _____

Current Address: _____

Telephone Number: _____

Witness: _____

(Special Agent)
Federal Bureau of Investigation

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP2 RUM/lm/
mde./16

(Copies to Offices Checked)

To: ☐ Director, Att.: _____
☐ SAC,

☐ Albany
☐ Albuquerque
☐ Alexandria
☐ Anchorage
☐ Atlanta
☐ Baltimore
☐ Birmingham
☐ Boston
☐ Buffalo
☐ Butte
☐ Charlotte
☐ Chicago
☐ Cincinnati
☐ Cleveland
☐ Columbia
☐ Dallas
☐ Denver
☐ Detroit
☐ El Paso
☐ Honolulu

☐ Houston
☐ Indianapolis
☐ Jackson
☐ Jacksonville
☐ Kansas City
☐ Knoxville
☐ Las Vegas
☐ Little Rock
☐ Los Angeles
☐ Louisville
☐ Memphis
☐ Miami
☐ Milwaukee
☐ Minneapolis
☐ Mobile
☐ Newark
☐ New Haven
☐ New Orleans
☐ New York City
☐ Norfolk

☐ Oklahoma City
☐ Omaha
☐ Philadelphia
☐ Phoenix
☐ Pittsburgh
☐ Portland
☐ Richmond
☐ Sacramento
☐ St. Louis
☐ Salt Lake City
☐ San Antonio
☐ San Diego
☐ San Francisco
☐ San Juan
☐ Savannah
☐ Seattle
☐ Springfield
☐ Tampa
☐ Washington Field

Date _____

RE:

REMARKS:

FD-417

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/03/2000 BY SP2 BUN/UMC
mDr. 16

SAC _____

FILE #:

OFFICE _____

☐ Extremist Photograph Album

☐ Arab Photograph Album

1. Name			
2. Aliases			
3. Date and Place of Birth			
4. Citizenship	6. Race <input type="checkbox"/> black <input type="checkbox"/> white <input type="checkbox"/> oriental <input type="checkbox"/> other:	7. Height	8. Weight
5. Sex <input type="checkbox"/> male <input type="checkbox"/> female		9. Hair	10. Eyes
11. Build <input type="checkbox"/> small <input type="checkbox"/> medium <input type="checkbox"/> large <input type="checkbox"/> thin <input type="checkbox"/> athletic <input type="checkbox"/> obese			
12. Characteristics <input type="checkbox"/> glasses <input type="checkbox"/> dark glasses <input type="checkbox"/> mustache <input type="checkbox"/> beard <input type="checkbox"/> Afro clothes <input type="checkbox"/> Afro hairdo <input type="checkbox"/> bushy <input type="checkbox"/> short <input type="checkbox"/> long <input type="checkbox"/> others:			
13. Scars and marks			
14. Tattoos			
15. Marital status <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> separated <input type="checkbox"/> divorced			
16. Education (check highest) <input type="checkbox"/> elementary <input type="checkbox"/> junior high school <input type="checkbox"/> high school <input type="checkbox"/> college <input type="checkbox"/> other:			

PHOTO

FD-432

17. Military <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Marine Corps <input type="checkbox"/> Coast Guard
18. Residence
19. Occupation
20. Employer

Date taken _____

21. Relatives (list name and city)
Father _____
Mother _____
Spouse _____
Others _____

22. Identifying Numbers	Social Security No. _____	Alien Registration No. _____
FBI No. _____ Military No. _____		
Passport No. _____ issued _____ (date)	Others _____	

23. Known to carry weapons <input type="checkbox"/> No <input type="checkbox"/> Yes Type _____	25. Fingerprint Classification _____
24. Previous Felony Conviction <input type="checkbox"/> No <input type="checkbox"/> Yes Offense _____	

26. <input type="checkbox"/> Extremist Activities <input type="checkbox"/> Arab Activities	Official Position _____
Affiliated with _____	

if none, succinct characterization _____ (use other side if necessary)

Office of Origin	File No. _____	Bufile No. _____	Date prepared _____
------------------	----------------	------------------	---------------------

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2006 BY SP2AM/1446
MDR-16

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI (157-23582)

DATE:

FROM : SAC,

SUBJECT: ☐ EXTREMIST PHOTOGRAPH ALBUM (EPA) ☐ ARAB TERRORIST PHOTOGRAPH ALBUM (APA)
EXTREMIST MATTERS INTERNAL SECURITY - MIDDLE EAST*Check applicable statement:*

- ☐ Enclosed for Bureau are _____ copies and for each Field Division, one copy of FD-432, regarding _____
for inclusion in ☐ Extremist Photograph Album ☐ Arab Photograph Album.
- ☐ Enclosed for Bureau are _____ copies and for each Field Division, one copy of amended biographical sketch of _____
who is currently in the ☐ EPA ☐ APA.
- ☐ Enclosed for Bureau are _____ copies and for each Field Division, one copy of new photograph of _____
who is currently in the ☐ EPA ☐ APA.
- ☐ Bureau authority has been granted to delete _____
from the ☐ EPA ☐ APA. Remove FD-432 from ☐ EPA ☐ APA and destroy.

FD 432a

- 1 - Bureau (Enc.)
1 - All Offices (Enc.)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/10/2000 BY SP2 Rm/lmf
MOR-16

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE:

FROM :

SUBJECT: SECURITY INFORMANTS AND ASSETS

Note: Submit quarterly, in each instance to reach the Bureau by the 15th day of submitting month without fail.
(January, April, July, October)

1. Security Informants and Assets

	PSI	SI	IA	OA
(a) Total number at beginning of quarter _ _ _ _ _				
(b) Total number added during quarter (symbol number of each below) _ _ _ _ _				
(c) Total number deleted during quarter (symbol number of each below) _ _ _ _ _				
(d) Total number at end of quarter _ _ _ _ _				

FD-439

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP2 RLM/lmf
MDR-16

2 - Bureau

UNITED STATES GOVERNMENT

Memorandum

SECRET

TO : SAC (105-) (P)

DATE:

FROM :

SUBJECT:

IS -
IS - CHINA, CUBA
(OO:

(SOBIR)

449

On _____, _____, Clerk,

INS, _____, advised that _____,

ARN A _____, entered the United States on _____,

at _____, and was destined for _____

(City and/or Name and Address of Sponsors)

(S) The INS file further reflected the following:

Date and Place of Birth: _____

Occupation: _____

Education or Professional Training: _____

Residence (current): _____

Residence (prior to entry): _____

Date last left communist country: _____

A new 105- case should be opened on this memo for a complete review of subject's INS file to determine if further inquiry should be conducted re subject.

Indices of this office reflect the following re subject and sponsors:

CLASSIFIED BY SP2 AUM/jmt
DECLASSIFY ON: 25X 1
MAR-16

SECRET

UNITED STATES GOVERNMENT

Memorandum

COMPUTERIZED TELEPHONE NUMBER FILE (CTNF) - ENTRY AND SEARCH REQUESTTO : Director, FBI
Att.: Data Processing Section

DATE:

FROM : SAC,

SUBJECT:

FD 450

1. Subject's Name _____

Field Office _____ Field File # _____

Action: ☐ Add to file Area Code _____ Telephone # _____
☐ Modify Record (Indicate modifications under "Remarks" below; always list current CTNF telephone number.)
☐ Delete from file Area Code _____ Telephone # _____

Telephone Subscriber's: _____ Telephone Located at: (If different from subscriber) _____

Name _____

Address _____

2. Process in CTNF:

- ☐ Telephone data enclosed, or ☐ sent under separate cover
- a. ☐ Telephone Data Analysis - ☐ billing statements ☐ phone toll tickets ☐ other (specify) _____
☐ Telephone data for period (including month and year) _____
☐ Billing number(s) including area code, city and state _____
- b. ☐ Telephone Number Check (If just one or more phone numbers to be searched against CTNF, insure area code and and/or city and state included.)

Remarks:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP2 BLM/lmf
m DE-16

☐ Enclosure**FOR FBI HEADQUARTERS' USE ONLY**☐ RETURN TO SAC, _____ Date _____

- ☐ HIT LIST - ☐ Attached ☐ Forwarded under separate cover _____ Hits
☐ "TO AND BILLING NUMBER" LISTINGS - ☐ Attached ☐ Forwarded under separate cover
☐ TELEPHONE NUMBERS MARKED BY "*" ON BILLING STATEMENT not processed because
☐ ILLEGIBLE ☐ INSUFFICIENT DATA
☐ ACTION TAKEN - ☐ Add ☐ Delete ☐ Record modified ☐ Telephone data analysis
☐ BILLING NUMBER - ☐ Included ☐ Not included in CTNF

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE:

FROM : SAC,

SUBJECT: STATUS REPORT (MONTHLY)
SECURITY INFORMANTS, ASSETS AND SOURCES

NOTE: Items 1 through 9 list total numbers; items 10 through 12 list dollar value; furnish details FD-451a. INCLUDE ALL SECURITY INFORMANTS, ASSETS AND SOURCES. DO NOT INCLUDE BLACK EXTREMIST OR WHITE HATE INFORMANTS OR SOURCES.

Re: FD-451

1. Informants (Approved)

- a. Listed at beginning of month
- b. Added
- c. Deleted
- d. Listed at end of month

Security Informants	Potential Security Informants	Confidential Sources	Panel Sources	Operational Assets	Informative Assets

2. Informants (Under Development)

- a. Listed at beginning of month
- b. Added
- c. Deleted
- d. Listed at end of month

3. Number of Agents assigned exclusively to the development of security informants, assets, confidential sources and panel sources

4. Total amount of money paid to security informants, assets, confidential sources and panel sources for information concerning subversive organizations and individuals under SAC authority.

Services

Expenses

Total

STATISTICAL ACCOMPLISHMENTS

- 5. Subjects Arrested, FBI Cases
- 6. Bureau Fugitives (included in Item 5)
- 7. Subjects Located, FBI Cases (not included in Item 5 or 6)
- 8. Subjects Arrested, other Federal Agencies
- 9. Subjects Arrested, State and Local
- 10. Merchandise Recovered, FBI Cases
- 11. Merchandise Recovered, State and Local
- 12. Merchandise Recovered, other Federal Agencies

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/03/2000 BY SP2 RUM/lm/
MDR-16

A.

SECURITY INFORMANT AND ASSET ACCOMPLISHMENTS

*(Summarize Significant Informant Accomplishments for Previous Month.)
(Do not Include any Information that would Divulge the Identity of any Informant or Asset.)*

FD-451a

B.

DETAILS FOR STATISTICAL ACCOMPLISHMENTS LISTED ON FD-451

(Include (1) Corresponding Item # from FD-451; (2) Identity of Case; (3) Field or Bufile #; (4) Type of Accomplishment.)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2001 BY SP6 RUM/UMF
MDR-16

Furnish complete listing quarterly - by the 10th of January, April, July, October; remaining months furnish only pertinent changes.

A. Name, location and number of subversive groups including identities of groups on college campuses, exclusive of those in black extremist, white hate, or espionage matters.	B. Symbol numbers of member informants or assets providing coverage who are members of organizations. Do not list non-member informants. If no member informant, attach addendum and explain why you do not have member informants. Indicate specific action being taken to develop member informants and date such coverage is anticipated for each group.	C. Identities of individuals or groups who have participated in or are active in planning subversive acts of violence, exclusive of those in black extremist, white hate or espionage matters.	D. Symbol numbers of informants, assets and sources providing coverage of individuals or groups shown in Column C. If no member informant, attach addendum and explain why you do not have member informants. Indicate specific action being taken to develop member informants and date such coverage is anticipated for each group.
	<p style="text-align: center; font-size: 2em; transform: rotate(-90deg);">FD-451b</p> <p style="text-align: center;">ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/23/2000 BY SP5 BSM/MLK mbr-16</p>		

UNITED STATES GOVERNMENT

Memorandum

TO :

DATE:

FROM :

SUBJECT:

Name of Employee

REQUEST FOR ADVANCE OF FUNDS

The following information, along with the completed Standard Form 1038, is submitted to request advance of funds for

☐ Mileage☐ Per Diem☐ Temporary Quarters

relative to official transfer from _____ to _____.

1. Rand McNally mileage between transfer points is _____.

2. Names and ages of dependents who will accompany employee are:

FD-460

CHECK and COMPLETE Item 3 or Item 4, as appropriate.☐ 3. (a) Employee and family will depart ☐ WDC ☐ Old Duty Stationon _____ via POA.
(date)

(b) Employee and family will require _____ days per diem. The maximum amount to be advanced is based upon one day for each 300 miles or ¼ day for each 75 miles or fraction thereof for the Rand McNally mileage between transfer points.

☐ 4. (a) Employee will depart WDC on _____ via ☐ POA ☐ Common Carrier
(date)to pick up family at residence in _____.
Employee and family will travel to new duty station via POA.

(b) Advance mileage and per diem are allowed for miles actually traveled by POA; employee is entitled to allowance for _____ miles; family is entitled to allowance for _____ miles.

(c) Based upon the 300 miles-a-day rule, allowed days _____

_____ for employee

_____ for family

5. Employee and family will occupy temporary quarters for _____ days.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

DATE 10/03/2000 BY SP8 Rm/mk

MOR-16

FIELD OFFICE _____ DATE _____

FM RADIO INSTALLATION DATA

STATION

ASSOCIATED EQUIPMENT

Location Name _____ Call Sign _____

Mfg. _____

Transmits to _____

Combination Model _____ Combination Serial # _____

Receives from _____

Use Base _____ ECC Repeater _____ R400/R167 Repeater _____
R400/T167 Repeater _____ Other _____

Transmitter Model _____ Receiver Model _____

Transmitter Power Out _____

Frequencies T _____ R _____

Transmission Line Type _____ Length _____

Duplexer Mfg. _____ Model _____

Lat. & Long. _____ N _____ W _____

Control Landline #s _____
Moore Model # _____
Squelch keyed _____

REQUIRED ANTENNA DATA

(T) Yagi _____ Omni _____ Ground elevation above sea level _____

Distance from Field Office _____ AIR MILES
or _____ road miles

Gain _____ Bearing _____ Antenna Height above Ground _____

Structure _____
(pole, tower, bldg.)

(R) Yagi _____ Omni _____

Gain _____ Bearing _____ Ground Elevation above Sea Level _____

Remarks _____

Antenna Height above Ground _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/23/00 BY SP2 DUM/KAC
MDR-16

A SEPARATE FORM SHOULD BE PREPARED FOR EACH UNIT

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE:

FROM : SAC,

Attn: Procurement and Administrative
Services Section

SUBJECT: CLERICAL IDENTIFICATION CARD

There is enclosed the negative and two prints of _____
_____ with a request that a new ☐ **Identification Card** ☐ **Credential Card** be
prepared for the above employee. This request is being submitted for the following reason:

- ☐ New Employee (EOD: _____)
- ☐ Lost Identification Card (See remarks below.)
- ☐ Married - Payroll Name _____
- ☐ Damaged (See remarks below.)
- ☐ Reassignment from _____ to _____
- ☐ Return to duty from Military Service
- ☐ Other (Example: Not a good likeness.)

☐ Enclosed is signed property receipt for completed ☐ **Identification Card**
☐ **Credential Card** for the following employee:

Remarks:

FD 464

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP2Aim/lmf
MAR-16

(Date)

(Location)

I, _____
(Name)

(Address)

, hereby

authorize _____ and

_____, Special Agents of the

Federal Bureau of Investigation, United States Department of Justice, to install a

recording device on a telephone located at _____
(Location)

for the purpose of recording any conversation I may have on that telephone with

_____ on or about _____
(Name of Subject(s)) (Date)

I have given this written permission to the above-named Special
Agents voluntarily, and without threats or promises of any kind.

(Signature)

Witnesses:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP2 Rm/lmf
mde-16

(Date)

(Location)

I, _____,
(Name)

(Address)

hereby authorize _____ and

_____, Special Agents of the

Federal Bureau of Investigation, United States Department of Justice, to place a

☐ Body Recorder
☐ Transmitter on my person for the purpose of recording any conversations

with _____
(Name of Subject(s))

which I may have on or about _____
(Date)

I have given this written permission to the above-named Special
Agents voluntarily and without threats or promises of any kind.

(Signature)

Witnesses:

2
20

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP0 ALM/lmf
MDR-16

LIST OF FILES DESTROYED

Files crossed off on this list have been reviewed and destroyed per MRR-II, Section 3, and SAC Memorandum 52-74(A) dated 11-5-74. Index cards to be retained 20 years and then destroyed as encountered.

CLASSIFICATION -

File Number	OO	OO File #	Date Destroyed	File Number	OO	OO File #	Date Destroyed
01				51			
02				52			
03				53			
04				54			
05				55			
06				56			
07				57			
08				58			
09				59			
10				60			
11				61			
12				62			
13				63			
14				64			
15				65			
16				66			
17				67			
18				68			
19				69			
20				70			
21				71			
22				72			
23				73			
24				74			
25				75			
26				76			
27				77			
28				78			
29				79			
30				80			
31				81			
32				82			
33				83			
34				84			
35				85			
36				86			
37				87			
38				88			
39				89			
40				90			
41				91			
42				92			
43				93			
44				94			
45				95			
46				96			
47				97			
48				98			
49				99			
50				00			

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10-03-2000 BY SPARM/lmc

MDR-16

This page contains file numbers from _____ thru _____

FILES AND RECORDS DESTRUCTION ORDER

Date _____

TO: _____

FROM: _____

RE: File No. _____

I have reviewed this file, and under the criteria set forth in Part II, Section 3, of Manual of Rules and Regulations, this file should be:

☐ **Destroyed**

under the ☐ 120-day Rule ☐ 1-year Rule ☐ 5-year Rule ☐ 10-year Rule

☐ **Retained**

Justification for Retention is as Follows:

FD-479

Case Agent's Initials _____

Supervisor's Initials _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP2 AM/hmf
MDR-16

Wanted-Flash-Cancellation Notice
I-12 (Rev. 6-17-74)

TO: DIRECTOR, FBI
Washington, D. C. 20537

Attention: Identification Division

Date _____

Dear Sir:

Instructions on the reverse side of this form have been read. Please place the type of service checked below against the Fingerprint Record of subject named.

Your Case or File Number _____

☐ WANTED FOR _____ Date of Warrant or Escape _____

☐ FLASH:
MANDATORY RELEASE _____ 19____ EXPIRES _____ 19____; PAROLE _____ 19____ EXPIRES _____ 19____;
PROBATION _____ 19____ EXPIRES _____ 19____; SENTENCE EXPIRES _____ 19____; SPT EXPIRES _____ 19____.
WHEN REQUESTING FLASH NOTICE, GIVE FOLLOWING INFORMATION:

Date and Place of Sentence		Final Disposition			
Charge		112			
Contributor of Fingerprints					
Date and Place of Sentence					
<input type="checkbox"/> CANCEL Because _____		Residence			
Aliases	Numbers	Occupation		Marital Status	
	Arrest _____	Race	Sex	Height	Nationality
FBI #	Military _____	Weight	Eyes	Hair	Complexion
Date of birth	Alien _____	Scars, marks and peculiarities			
Place of birth	Social Security _____	RETAIN PERMANENTLY IN FBI # _____			

Fingerprint class ☐ PLEASE FURNISH IDENTIFICATION RECORD
☐ Will extradite ☐ Will not extradite

Agency and Address of Parties to be notified of apprehension: Name and Address of Contributor

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP5 AUM/1/mt
MDR-16

See over for Instructions

Request **WANTED** notice when subject's apprehension or location is desired.

Request **FLASH** notice when subject is placed on parole or probation and you desire to be advised if he is arrested while in this status. Fingerprints for offense must be in Identification Division files or FBI number furnished when requesting flash notice.

Request **CANCELLATION** when subject's custody is secured or you no longer desire information concerning him.

The Name, Number, and Agency should be exactly the same as they appear on the Fingerprint card in the files of the FBI. In all instances when the FBI number is known, it should be indicated.

In the event a Law Enforcement Agency is not certain there is a previous Fingerprint Record for the subject in the files of the FBI and desires a Wanted Notice posted, the descriptive data indicated on this form should be completed. If a possibly identical record is located by the FBI, it will be furnished in order that the Law Enforcement Agency may determine whether or not this record is identical with the subject wanted. Wanted or Flash Notices are not posted in our files unless positive identifications can be effected. Therefore, if an identification with a particular Fingerprint Record is made by you after receipt of possibly identical information from us, it will be necessary to resubmit this form so that the notice can then be posted in your behalf.

Date

TO:
<input type="checkbox"/> Card Index Section - Special Desk
<input type="checkbox"/> Fingerprint Correspondence Section - Room 1311
<input type="checkbox"/> Recording Section - Special Desk
<input type="checkbox"/> Technical Section - Special Desk

PLACE A STOP ON:
<input type="checkbox"/> Incoming fingerprint card
<input type="checkbox"/> "Recorded" fingerprint card

Name

Contributor

Arrest #	FBI #
----------	-------

Fingerprint classification

Date recorded	Date charged out
---------------	------------------

Handled

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP2 ALM/LMF

Requested by

Section	Room Number
---------	-------------



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to
File No.

The fingerprints of the person or persons named below
have been forwarded to the officials at the point or points indicated.
A search of their files disclosed the following:

<u>Name</u>	<u>Officials at</u>	<u>No Record</u>	<u>Record Attached</u>
-------------	---------------------	------------------	----------------------------

1-40

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/03/2000 BY SP8 AM/lmf
MDR-16

Identification Division
FBI

NAME _____ DATE / /

NO. _____ **STOP** Date of Birth / /

BUR. FUG. _____ **LETTER** _____

PRINT _____ **WIRE** _____

BRING TO ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

M _____ DATE 10/03/2000 BY SP000000/1000

1-42

FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20537

Date _____

TO:

Enclosed is a copy of one or more
Identification Records, or data without an enclosure,
concerning

1-381

This information is being brought to
your attention for any action you may wish to take.
If it relates to a civilian employee of the Govern-
ment, the Civil Service Commission is being
separately advised.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP2 DM/lmc
MDR-16

Enc.

Identification Division
FBI

Total Separation Field Office _____ **Total Separation** _____

3520	New Haven
3530	New Orleans
3540	New York City
3560	Norfolk
3580	Oklahoma City
3600	Omaha
3620	Philadelphia
3630	Phoenix
3650	Pittsburgh
3670	Portland
3680	Quantico Communications
3700	Quantico Training
3710	Richmond
3720	Sacramento
3730	St. Louis
3750	Salt Lake City
3770	San Antonio
3780	San Diego
3790	San Francisco
3800	San Juan
3820	Savannah
3840	Seattle
3860	Springfield
3880	Tampa
3920	Washington Field
Total Field Office	
3960	New Agents' Class
0010	Director's Office
0020	Associate Director's Office
0030	Asst. To The Dir. Off. Admin.
0040	Asst. To The Dir. Off. Invest.
1	Identification
2	Training
3	Administrative
4	Files and Communications
5	Domestic Intelligence
6	General Investigative
7	Laboratory
8	Crime Records
9	Special Investigative
10	Inspection
11	Office of Legal Counsel
12	Computer Systems
SOG Clerks in Class	
Total SOG	
GRAND TOTAL	

3-313

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP2 ALM/UMT
MDR-16

3 3 3 9

MOR-16

3501

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP8 BVM/ML
mb2-16

Telephonic Request Re Credit or Service Record Inquiry

3-617 (7-21-71)

	Date
Requested By	Phone #
Name of Employee or Former Employee (Include Maiden Name)	Social Security Account No.

Desired Information

☐ 1. Verification of Employment ☐ 2. Personnel Record Check

Additional Information Including Reason for Inquiry

3-617

Action Taken

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 16/03/2000 BY SP2 RUM/lm
MDR-16

Employee Who Handled Inquiry



UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

Dear

Receipt is acknowledged of your communication of
and your resignation is accepted
effective

Sincerely yours,

Clarence M. Kelley
Clarence M. Kelley
Director

Enclosures ()

3618

2
9
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP8AM/mmf
MDR-16



UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

3619

Dear

Receipt is acknowledged of your communication of
and your resignation is accepted
effective

As a result of your failure to fulfill your signed agreement to remain in the service of the Government for a period of one year following the date you reported for duty, you are indebted to the Government for the cost of your transportation from your actual place of residence at the time of your appointment to Washington, D. C. Records indicate a total of _____ has been paid to you in connection with your travel to Washington, D. C. All monies due to you will be applied to liquidate your indebtedness. If monies due you from this Bureau exceed the indebtedness, a check for the remaining balance will be forwarded to you. You will be advised if there is any remaining indebtedness.

Sincerely yours,

Clarence M. Kelley
Clarence M. Kelley
Director

Enclosures ()

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP2 RUM/lmf
mDR-16

OBTAIN CURRENT: ☐ Photo

☐ Weight

☐ Other

VERIFY:

☐ Graduation

☐ Grade Point Average

☐ Class Standing

☐ Naturalization Records

☐ Current Employment

☐ Hospitalization

☐ Selective Service Status

☐ Divorce Record and Interview
Ex-spouse

☐ Other

3-625

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/03/2006 BY SP2 RUM/MLF
MDR-16

4-22

Federal Bureau of Investigation
Records Section

_____, 19____

☐ Name Searching Unit, 4543 JEH-FBI Bldg.
☐ Service Unit, 4654 JEH-FBI Bldg.
☐ Forward to File Review
☐ Attention _____
☐ Return to _____

Supervisor Room Ext.

Type of References Requested:

☐ Regular Request (Analytical Search)
☐ All References (Subversive & Nonsubversive)
☐ Subversive References Only
☐ Nonsubversive References Only
☐ Main _____ References Only

Type of Search Requested:

☐ Restricted to Locality of _____
☐ Exact Name Only (On the Nose)
☐ Buildup ☐ Variations

Subject _____

Birthdate & Place _____

Address _____

Localities _____

R# _____ Date _____ Searcher
Initials _____

Prod. _____

FILE NUMBER

SERIAL

4-22b

ALL IN
HERE
DATE

SEARCH SLIP

Subj: _____

R# _____ Date _____ Searcher
Number _____

Prod: _____

FILE NUMBERSERIAL

FORMATION CONTAINED

IS UNCLASSIFIED

0/03/2000 BY SP2 RUM/kmf

MOR-1b

4-31

4-31 (Rev. 5-7-62)

STOP

<input type="checkbox"/> Let	<input type="checkbox"/> Dir. Mail
<input type="checkbox"/> Airtel	<input type="checkbox"/> 0-1
<input type="checkbox"/> Routing Slip	<input type="checkbox"/> Misc.

Date

To:

Subject:

<input type="checkbox"/> Return All	<input type="checkbox"/> Return Yellow
<input type="checkbox"/> Call	<input type="checkbox"/> Call When Sent
<input type="checkbox"/> Hold	<input type="checkbox"/> Handle Special
<input type="checkbox"/> Hold Yellow	<input type="checkbox"/> Call When Recd.

Remarks:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/03/2000 BY SP2 Rm/lt

For

m02-16

Ext.

Room

Initials

Date of removal	Removed by	<input type="checkbox"/> IS <input type="checkbox"/> OS <input type="checkbox"/> Appl. <input type="checkbox"/> Spec.
Subject		
File and Serial # (or other description)		Dated
<div style="display: flex; justify-content: space-between;"><div style="width: 48%;"><input type="checkbox"/> Appointment affidavit <input type="checkbox"/> Fanfold <input type="checkbox"/> Formal application <input type="checkbox"/> Health Benefits Registration form <input type="checkbox"/> Investigative report <input checked="" type="checkbox"/> Medical examination <input type="checkbox"/> Performance rating report</div><div style="width: 48%; text-align: right;"><input type="checkbox"/> Permanent Brief <input type="checkbox"/> Photograph <input type="checkbox"/> Veterans Preference & Social Security Statement <input type="checkbox"/> Waiver of Life Insurance Coverage <input type="checkbox"/> Miscellaneous _____ _____ _____</div></div> <div style="position: absolute; top: 40%; left: 25%; font-size: 4em; transform: rotate(-15deg); opacity: 0.5;">4-50</div>		
<input type="checkbox"/> Removed in Personnel Actions Unit to be sent to Photostat Lab (or) Mr. _____ <input type="checkbox"/> Removed for Mrs. _____ Miss _____ Room # _____		
This form is to be removed from file by an employee of Personnel Records upon the return of the item.		

No.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/23/2006 BY SP2 PUM/umf
MOR-16

4-56

1983

41031

☆ U. S. GOVERNMENT PRINTING OFFICE: 1969-335-437

STOP

4-56

DATE:

TIME:

FILE NO: _____ INITIALS: _____

SUBJECT: _____

Stop for Mr. _____ Rm. # _____ Ext. _____
Remarks _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

Renewed: _____ DATE 10/3/2000 BY SP2 RUM/tmf
MDR-16

4-91

4-91 (5-19-55)

☐ Abstract Request

☐ Mail Request

Changed to

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/03/2000 BY SP2RUM/inf
MOR-16

Re:

Consolidation Unit,

Date of Mail _____

Has been removed and placed in the Special File Room of Records Section.

4-312

See File 66-2554-7530 for authority.

Subject JUNE MAIL

Removed By _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP2 PUM/lmf
MDR-16

Permanent Serial Charge Out

DOJ/FBI

[illegible]

4-508

Individual Record - Expedite Processing
4-508 (Rev. 6-24-64)

Abstracts Typed,
Recording Unit Mail Typed
Abstracts Filed
Mail Removed from E.P.
S.G.E. Forms
Pickups
Room Numbers
Guard Duty

Date _____		
Number	Hrs.	Min.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP2 BUN/mcf
mde-16

UNITED STATES GOVERNMENT

Memorandum

TO :

DATE:

FROM :

SUBJECT:

The above captioned file is presently maintained in the Special File Room of the Records Section, Files and Communications Division. You are requested to have the substantive supervisor, responsible for this matter, review the file to determine if it is necessary to continue to maintain the file in the Special File Room, or whether it may be returned to the regular file sequence. The appropriate notation should be made on this memorandum which should be returned to the Filing Unit, Room 5847. This memorandum will be filed in the case file to record the action taken in connection with this review.

4-650

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/23/2000 BY SP2 Rm /M/f
MDR-16

Expedite Processing Removal Record
4-651 (12-4-61)

	Date Received	Time Received
	Removed For	
	Room Number	Extension
From		Date of Mail

Address

4-651

Subject

Type of Expedite Processing

☐ O. S. (Outside Source)

☐ SAC, Office _____

Removed By	Time Removed
------------	--------------

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP2 RUM/lmf
MDR-16

Subject _____

This serial, the original memorandum from the FBI to the Attorney General dated _____, which was returned to the Bureau signed by the Attorney General authorizing FBI to conduct electronic surveillance, has been permanently removed for retention in the National Security Electronic Surveillance File per memorandum T. J. Smith to Mr. E. S. Miller dated 7-13-73. See 62-115687-1 for details and where maintained.

4-674

Removed By _____ Date _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/10/2000 BY SP8 PUM/mf
m02-16

Complete File and Serial Number _____

TO: _____ DATE: _____

FROM: Routing Unit, Room 4336 JEH-FBI BLDG.

RE: "EXPEDITE PROCESSING" TICKLER

Attached is a copy of an abstract to a piece of mail sent to:

_____ on "EXPEDITE PROCESSING" on _____.

As of _____, this document had not been received back in the Records Section to be removed from "EXPEDITE PROCESSING" and placed on record. PLEASE STATE BELOW WHETHER YOU HAVE THIS DOCUMENT, OR ASSIST RECORDS SECTION IN LOCATING THIS MAIL BY INDICATING YOUR DISPOSITION OF SAME. If this document is in your possession, please promptly return it to Routing Unit, Room 4336 JEH-FBI BLDG., for processing, or return this note with reason for continued retention indicated hereon. Your cooperation in this matter will be appreciated and it will materially assist the Records Section in operating a sound records system for the benefit of all concerned.

4-677

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2006 BY SP2 BLM/mt
MDR-11

RETURN REPLY TO ROUTING UNIT,
NW ROOM 4336 JEH-FBI BLDG. 152

Date:

To: SAC, _____ (# _____)

From: Director, FBI (#100-415762)
Attention: Section IS-3
Intelligence Division

Subject: PUBLICATIONS HANDLED BY
SECTION IS-3

Publication _____

- ☐ Advise Bureau re status of subscription/publication.
- ☐ Not necessary to forward issues listed below:
- ☐ Forward following issues by routing slip:

5-1

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2000 BY SP5 PLM/lmc
MAR-16

²(Place your reply on this form and return to the Bureau. Note on the top serial in the case file the receipt and acknowledgment of this communication.)

Section	Name			Date		
	Active			Inactive		
	Number Items	Oldest Date	Estimated Hours to Complete	Number Items	Oldest Date	Estimated Hours to Complete
Outside Communications						
Held Communications						
FBIHQ Memoranda						
FBI Investigative Reports				xxxxxx	xxxxxx	xxxxxx
Publications	xxxxxx	xxxxxx	xxxxxx			
Files				xxxxxx	xxxxxx	xxxxxx
Total		xxxxxx			xxxxxx	
Projects				xxxxxx	xxxxxx	xxxxxx
Total	Items		Projects	Estimated Hours to Complete		

Instructions: Submit weekly as of close of business each Wednesday. List as delinquent items which have been in Division (a) over 5 workdays, if FBI investigative reports; (b) over 5 workdays if name check requests (form or letter); (c) over 5 workdays if routine communications from outside government agencies requiring analysis and/or action by Bureau but no reply; (d) over 2 workdays if communication from outside individuals or Government agencies requiring a reply; (e) over 3 workdays if any other types of incoming communications; (f) all mail held over 30 days, reason for delinquency and when each will be handled. **Active** items call for the furnishing or requesting of information, advice or instructions. Always report FBI investigative reports, files and projects as **Active**. Report publications, newspaper clippings and other such items as **Inactive**. If there is doubt, the item should be reported as **Active**. **Estimated hours to complete** should be the Supervisor's best estimate in hours of time necessary for him to handle. Number of files held over 5 workdays must be shown weekly. On the second Wednesday of each month submit to the Section Chief 3 copies of Form 0-32 attached to this delinquency report individually listing all delinquent files. If there are no delinquent files, do not submit Form 0-32, but place zero opposite "Files" above. On a weekly basis, if any delinquency other than files is reported submit Form 0-31 in triplicate, attached to this delinquency report. (0-31 not required if no delinquent items.) **Projects** must be enumerated on the back of this delinquency report, together with a description thereof, date of receipt, estimated hours to complete, and target date for completion; if any change in target date, justification therefor must be set forth. This delinquency report must be submitted to Section Chief even though there are no delinquent items.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/2000 BY SP2 RUM/lmc

Identity of Clerk: _____, Clerical Work on Hand MOR-16 hours.

**DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
INTERNAL ROUTING/ACTION SLIP**

[illegible]

<input type="checkbox"/> RECOMMENDATION/COMMENT	<input type="checkbox"/> LOG	<input type="checkbox"/> NECESSARY ACTION
<input type="checkbox"/> SEE REMARKS ON REVERSE	<input type="checkbox"/> FILE	<input type="checkbox"/> COORDINATE
<input type="checkbox"/> MAKE COPIES (NO.)	<input type="checkbox"/> SEE ME	<input type="checkbox"/> PER INQUIRY
<input checked="" type="checkbox"/> RETURN (BY)	<input type="checkbox"/> CALL ME	<input type="checkbox"/> INFORMATION

1. **INDEX RETURN (BY)**
 2. **LED FROM INTELLIGENCE DIVISION**
 3. **FILED IN**
 4. **DATE**
 5. **BY**
 6. **MDR-16**

BLDG. J. EDGAR HOOVER (JEH)	ROOM 2
PHONE	DATE 11/19/75

INTELLIGENCE DIVISION - FBI
CI-1 SECTION

_____, 1975

___ Mr. Wannall	___ Rm. 4220 JEH
___ Mr. Leavitt	___ Open--Close
___ Mr. Helgeson	___ Miss Metts, 4647 JEH
___ Mr. Kolombatovic	___ Steno Pool
___ Mr. Branigan	___ Correct
___ Mr. Cregar	___ Please Call Me
___ Mr. Fulton	___ Please See Me
___ Mr. Deegan	
___ Mr. Putman	___ Mail Room, 5531 JB
___ Mr. Shackelford	___ Foreign Liaison Unit
___ Mr. Redfield	

___ Miss Ewing	___ RECORDS SECTION
___ Miss McFarland	___ Consolidation Unit, 4905 JEH
___ Mrs. Kunowsky	___ Place on Record & Return
___ Mrs. Liskey	___ Note File # and Return
___ Miss Tweedon	___ R/S to Rm. _____
	___ Service Unit, 4655 JEH
	___ Teletype, 6247 JEH

Room _____

SUPERVISORS

___ Mr. Andrews	___ Mr. Lee
___ Mr. Brooks	___ Mr. Nolan
___ Mr. Crowley	___ Mr. O'Keefe
___ Mr. Feuer	___ Mr. Peterson
___ Mr. Higgins	___ Mr. Schlarmann
___ Mr. Johnson, J.W.	___ Mr. Smith, A.E.
___ Mr. Kinsey	___ Mr. Steinbeck
___ Mr. Lander	___ Mr. Van Wagenen
	___ Mr. Westberg
___ Mr. Amico	___ Mrs. Reynolds
___ Mrs. Hahn	___ Mrs. Schwab
___ Mrs. Hill	___ Mrs. Smith
___ Mrs. Lensch	___ Mrs. Van Fleet

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
INTERNAL ROUTING/ACTION SLIP

TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION	TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION
			DIRECTOR'S OFFICE				SECTION CHIEFS
	JEH	7082	Mr. Reed		JEH	4204	Mr. Branigan
	JEH	7098	Mr. Coleman		JEH	4063	Mr. Cregar
	JEH	7074	Mrs. Metcalf		JEH	4092	Mr. Deegan
	JEH	7078	Miss McCord		JEH	4825	Mr. Fulton
	JEH	7162	Telephone Room		JEH	4634	Mr. Kolombatovic
			ASSOCIATE DIRECTOR'S OFFICE		JEH	4042	Mr. Putman
	JEH	7142	Mr. Callahan		JEH	4123	Mr. Redfield
	JEH	7110	Mr. Adams		JEH	4439	Mr. Shackelford
	JEH	7110	Mr. Jenkins				FRONT OFFICE
	JEH	7110	Mr. Mack		JEH	4011	Mr. Tansey
	JEH	7110	Mr. Feeney		JEH	4011	Mr. Morris
	JEH	7142	Mr. O'Connell		JEH	4012	Mrs. Liskey
			ASSISTANT DIRECTORS		JEH	4012	Miss Tweedon
	JEH	11255D	Mr. Ash		JEH	4026	Miss McFarland
	JEH	6212	Mr. Bassett		JEH	4026	Mrs. Cuzzo
	JB	1742	Mr. Cleveland		JEH	4026	Mrs. Holmes
	JB	7621	Mr. Cochran		JEH	4430	Mr. Muth
	JEH	7222	Mr. Decker			* * *	
	JEH	7125	Mr. Gallagher		JB	7746	Mr. Brownfield
	JEH	5012	Mr. Gebhardt		JEH	1B327	Mail Room
	JEH	5829	Mr. McDermott		JB	B-110	Mechanical Section
	JB	5640	Mr. Mintz		JEH	6052	Personnel Section
	Quantico		Mr. Mooney		JEH	6132	Procurement & Admin. Services
	JEH	7159	Mr. Moore		JEH	6658	Correspondence Review Unit
	JEH	6012	Mr. Walsh		JEH	5648	Records Section
	JEH	4026	Mr. Wannall		JEH	6247	Teletype Unit
			BRANCH CHIEFS		IB	6221	Data Processing Section
	JEH	4026	Mr. Leavitt				
	JEH	4026	Mr. Helgeson				

- | | | |
|---|----------------------------------|---|
| <input type="checkbox"/> RECOMMENDATION/COMMENT | <input type="checkbox"/> LOG | <input type="checkbox"/> NECESSARY ACTION |
| <input type="checkbox"/> SEE REMARKS ON REVERSE | <input type="checkbox"/> FILE | <input type="checkbox"/> COORDINATE |
| <input type="checkbox"/> MAKE COPIES (NO.) | <input type="checkbox"/> SEE ME | <input type="checkbox"/> PER INQUIRY |
| <input type="checkbox"/> RETURN (BY) | <input type="checkbox"/> CALL ME | <input type="checkbox"/> INFORMATION |

FROM INTELLIGENCE DIVISION W. A. WANNALL Assistant Director	BLDG. J. Edgar Hoover (JEH)	ROOM 4026
DATE 10/2/80 BY SP-10/2/80		DATE , 1974

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
INTERNAL ROUTING/ACTION SLIP

TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION	TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION
			DIRECTOR'S OFFICE				SECTION CHIEFS
	JEH	7082	Mr. Reed		JEH	4204	Mr. Branigan
	JEH	7098	Mr. Coleman		JEH	4063	Mr. Cregar
	JEH	7074	Mrs. Metcalf		JEH	4092	Mr. Deegan
	JEH	7078	Miss McCord		JEH	4825	Mr. Fulton
	JEH	7162	Telephone Room		JEH	4634	Mr. Kolombatovic
			ASSOCIATE DIRECTOR'S OFFICE		JEH	4042	Mr. Putman
	JEH	7142	Mr. Callahan		JEH	4123	Mr. Redfield
	JEH	7110	Mr. Adams		JEH	4439	Mr. Shackelford
	JEH	7110	Mr. Jenkins				FRONT OFFICE
	JEH	7110	Mr. Mack		JEH	4011	Mr. Tansey
	JEH	7110	Mr. Feeney		JEH	4011	Mr. Morris
	JEH	7142	Mr. O'Connell		JEH	4012	Mrs. Liskey
			ASSISTANT DIRECTORS		JEH	4012	Miss Tweedon
	JEH	11255D	Mr. Ash		JEH	4026	Miss McFarland
	JEH	6212	Mr. Bassett		JEH	4026	Mrs. Cuzzo
	JB	1742	Mr. Cleveland		JEH	4026	Mrs. Holmes
	JB	7621	Mr. Cochran		JEH	4430	Mr. Muth
	JEH	7222	Mr. Decker			* *	* *
	JEH	7125	Mr. Gallagher		JB	7746	Mr. Brownfield
	JEH	5012	Mr. Gebhardt		JEH	1B327	Mail Room
	JEH	5829	Mr. McDermott		JB	B-110	Mechanical Section
	JB	5640	Mr. Mintz		JEH	6052	Personnel Section
	Quantico		Mr. Mooney		JEH	6132	Procurement & Admin. Services
	JEH	7159	Mr. Moore		JEH	6658	Correspondence Review Unit
	JEH	6012	Mr. Walsh		JEH	5648	Records Section
	JEH	4026	Mr. Wannall		JEH	6247	Teletype Unit
			BRANCH CHIEFS		IB	6221	Data Processing Section
	JEH	4026	Mr. Leavitt				
	JEH	4026	Mr. Helgeson				

☐ RECOMMENDATION/COMMENT
☐ SEE REMARKS ON REVERSE
☐ MAKE COPIES (NO.)
☐ RETURN (BY)

☐ LOG
☐ FILE
☐ SEE ME
☐ CALL ME

☐ NECESSARY ACTION
☐ COORDINATE
☐ PER INQUIRY
☐ INFORMATION

FROM INTELLIGENCE DIVISION
 INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 10/22/2000 BY SP2 ALM/jmt

BLDG.
 J. Edgar Hoover (JEH)
 PHONE

ROOM
 4026
 DATE
 , 1975

5-10 (Rev. 3-26-75)

SECTION IS-3

Mr. Blake
Mr. Burns
Mr. Deakin
Mr. Finzel

MR. WANNALL

MR. FULTON

Mr. McCaffrey
Mr. Mallet
Mr. Mellitt
Mr. Porter

MR.

MR. CASSIDY

Mr. Ryan
Miss Chamberlain
Miss Murney
Mr.

SECTION IS-1

Mr. Aldhizer
Mr. Egan
Mr. Fallin
Mr. Graham
Mr. Held

MR. DEEGAN

Mr. Klein
Mr. Mosher
Mr. Neumann
Mr. Newman
Mr. Nugent

MR. ATKINSON

Mr. Phillips
Mr. Powell
Mr. G. Ross
Mr. Shea
Mr. Thornton

Mr. Tunstall
Mr.
Mr.

SECTION IS-2

Mr. Brune
Mr. Brunnick
Mr. Dorsh
Mr. DuHadway
Mr. Felix

MR. SHACKELFORD

Mr. Gerblich
Mr. Lattin
Mr. Lex
Mr. Lunsford
Mr. McMahon

MR. THOMPSON

Mr. McNiff
Mr. Mendenhall
Mr. Preusse
Mr. Schroeder
Mr. Smith

Mr. Williams
Miss Muir
Mr.
Mr.
Mr.

SECTION CI-1

Mr. Andrews
Mr. Brooks
Mr. Crowley
Mr.

MR. BRANIGAN

Mr. Higgins
Mr. Landers
Mr.
Mr.

MR. PETERSON

Mr. A. E. Smith
Mr. Weimar
Mr.
Mr.

SECTION CI-2

Mr. Anderson
Mr. Dare
Mr. Ennulat
Mr. Katz

MR. CREGAR

Mr. McGuire
Mr. Morgan
Mr. Morris
Mr. Nicholas

MR. REDFIELD

Mr. Palmer
Mr. Potocki
Mr. Regan
Mr. Thomas

Mr. Wallace

SECTION CI-3

Mr. Dickson
Mr. Duffin
Mr. Freeman
Mr. Fox

MR. PUTMAN

Mr. Grant
Mr. Hamilton
Mr. Hampton
Mr. Ivey

MR. MIGNOSA

Mr. McCarthy
Mr. McGorty
Mr. Nasca
Mr. Oglesby

Mr. Walton
Mr.
Mr.

Mr. Berley
Mr. Cadigan
Mr. McGowan

Mr. Heim.
Mr.
Mr.

Mr. Alu, 407C, OPO, WFO
Mr. R.C. Carter, 525, OPO
WFO

BUREAU LIBRARY, QUANTICO

PUBLICATIONS, 1B-869 JEH

Indicate if summary(s) or full translation (f) is desired by placing symbol and your initials next to article in Table of Contents.
Publication File material may be marked for very limited indexing only.

DO NOT CLIP PUBLICATION

NOTE & RETURN TO MISS BOROWICK, ROOM 4840 JEH BLDG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/02/2000 BY SP2 ALM/lmf
MDR-16

FOREIGN LIAISON

Date _____

☐ Mail Room, Room 5531

Please forward the attached to:

Legal Attache: ☐ Beirut
☐ Bern
☐ Bonn
☐ Brasilia
☐ Buenos Aires
☐ Caracas
☐ Copenhagen
☐ Hong Kong
☐ La Paz
☐ London
☐ Madrid
☐ Managua
☐ Manila
☐ Mexico City
☐ Ottawa
☐ Paris
☐ Rome
☐ Singapore
☐ Tel Aviv
☐ Tokyo

5-15

Remarks: _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIEDDATE 10/02/2000 BY SP0 RUM/lmf
MDR-16Foreign Liaison Desk
Room 914 9th & D, Ext. 2586



UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to
File No. _____

Date:

To: The Commissioner
Royal Canadian Mounted Police
Ottawa, Ontario, Canada

From: Director, Federal Bureau of Investigation

Subject:

Transmitted herewith are copies of self-explanatory communications concerning the above-captioned individual which have been forwarded to this Bureau by the Department of the

It would be appreciated if you would arrange to have the appropriate investigation conducted in Canada and furnish the results thereof to this Bureau for referral to the above-mentioned Department.

Enc.

5-31

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2000 BY SP2 RLM/inf
MAR-16

Publications Subscriptions Record
5-32 (Rev. 2-23-67)

Title _____ Main File _____
Publ'r & Addr. _____ Price _____
Frequency _____ Copies Recd. _____ First Published _____
Initial subscription request _____ Field Office _____
Expiration date _____
Language _____ Where Filed _____
Previous title _____
Editor _____ Type of Publication _____

Line followed _____

Date renewal authorized _____

5-32

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2000 BY SP2 RLM/lmf
MDR-16

Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					

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Feb					
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May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					

UNITED STATES GOVERNMENT

Memorandum

TO : SAC,

DATE:

FROM : Director, FBI

SUBJECT: FOREIGN POLICE COOPERATION
BUDED
OO: BUREAU

The enclosed request for assistance from a foreign agency must be complied with promptly, and the Bureau advised of all action taken.

Instructions for handling this inquiry are found in Section 103 of the Manual of Instructions. Refer to and follow them carefully.

Submit the results of your inquiry in a letterhead memorandum, observing the following points in its preparation:

1. Sources and techniques must be fully protected.
2. The names of Special Agents are to be omitted. They must be deleted also from any signed statements submitted.
3. Provide a security classification, if warranted, but omit declassification markings.
4. Omit the property statement, unless special reasons exist for its inclusion. Explain any such reasons in the cover communication.
5. Secure authority to disseminate to the interested foreign government any information which was obtained from other agencies. Your cover communication must state this was done.

The established reputation of the Bureau within foreign agencies is a valuable asset. The manner in which this type of case is handled will largely determine the cooperation which we receive in turn from them. It is imperative, therefore, that these investigations and the reporting thereof meet the highest standards of the Bureau.

Enc.

5-34

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2000 BY SP2 RUM/kmf
MDR-16



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

Date:

To: The Commissioner
Royal Canadian Mounted Police
Ottawa, Ontario, Canada

Attention:

From: Director, Federal Bureau of Investigation

Subject:

Reference is made to your letter dated
your file number
wherein you requested that investigation be conducted concerning the above-
captioned individual.

Transmitted herewith are copies of the following reports which set
forth the results of the investigation conducted in accordance with your request.

5-38

Enc.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2000 BY SP2 ALM/lmf
moe-16

			File number
Visa requested	Visa issued	Date arrived	Place of arrival
Name of ship		Purpose of trip	
Birth date	Place of birth	Passport - type, number	
Family connections			
Departure date	Place of departure	Name of ship	
5-46 (Rev. 5-7-62)	Remarks		(over)

5-46

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/2000 BY SP8 PUM/lmf
MDR-16

WORK STATUS REPORT (CI-2 Section)

Supervisor _____ for Month of _____, 19 _____

Each Supervisor shall complete and submit this report as soon after the first day of each month as figures are available. The information submitted is used in preparation of monthly statistical analysis, budget material, the Annual Report, etc. and must be accurate, complete and concise. It should be clearly printed or typed.

1. Case Statistics:

Pending Cases
BOM

Received

Closed

Pending Cases
EOM

2. Organizations/Establishments:

3. Individuals:

4. Total Pending Assets:

Approved IAs

Approved OAs

Active Double Agents

(Those sources who are currently receiving assignments from and/or passing information to foreign intelligence agencies under Bureau control and direction.)

5. Name Checks:

(List by Agency and Number)

5-59

6. Accomplishments:

(Include information re defections, prosecutions, arrests, recoveries, deportations, registration under FARA, denaturalization, courts-martial, exclusion, denial of access to classified data, persona non grata, expatriation or other administrative action based on FBI information in whole or in part.)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2000 BY SP8 RUM/mf
1ND2-16

WORK STATUS REPORT (CI-1 Section)

Supervisor _____ for Month of _____, 19 _____

Each Supervisor shall complete and submit this report as soon after the first day of each month as figures are available. The information submitted is used in preparation of monthly statistical analysis, budget material, the Annual Report, etc. and must be accurate, complete and concise. It should be clearly printed or typed.

1. Case Statistics:

Pending Cases
BOM

Received

Closed

Pending Cases
EOM

2. Organizations/Establishments:

3. Total Pending Asset Cases:

4. Asset Analysis (Pending or Closed)

Informative Assets
(Paid HQ Authority)

Operational Assets
Paid Unpaid

Active Double Agents

(Those sources who are currently receiving assignments from and/or passing information to foreign intelligence agencies under Bureau control and direction.)

5. Name Checks:

(List by Agency and Number)

5-596

6. Accomplishments:

(Include information re defections, prosecutions, arrests, recoveries, deportations, registration under FARA, denaturalization, courts-martial, exclusion, denial of access to classified data, persona non grata, expatriation or other administrative action based on FBI information in whole or in part.)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/62/2000 BY SP2 RUM/mf
MAR-16

Case								File Number							
Offices	Sub	Date	Ser Sta	Date	Ser Sta	Date	Ser Sta	Date	Ser Sta	Date	Ser Sta	Date	Ser Sta	Date	Ser Sta
Albany															
Albuquerque															
Alexandria															
Anchorage															
Atlanta															
Baltimore															
Birmingham															
Boston															
Buffalo															
Butte															
Charlotte															
Chicago															
Cincinnati															
Cleveland															
Columbia															
Dallas															
Denver															
Detroit															
El Paso															
Honolulu															
Houston															
Indianapolis															
Jackson															
Jacksonville															
Kansas City															
Knoxville															
Las Vegas															
Little Rock															
Los Angeles															
Louisville															
Memphis															
Miami															
Milwaukee															
Minneapolis															
Mobile															
Newark															
New Haven															
New Orleans															
New York															
Norfolk															
Oklahoma City															
Omaha															
Philadelphia															
Phoenix															
Pittsburgh															
Portland															
Richmond															
Sacramento															
St. Louis															
Salt Lake City															
San Antonio															
San Diego															
San Francisco															
San Juan															
Savannah															
Seattle															
Springfield															
Tampa															
Washington															

5-63

I N T E L L I G E N C E D I V I S I O N

_____, 1975

____ Mr. Wannall
 ____ Mr. Leavitt
 ____ Mr. Helgeson

____ Mrs. Liskey
 ____ Miss Tweedon
 ____ Miss McFarland
 ____ Mrs. French
 ____ Mail Room
 ____ Foreign Liaison Unit
 ____ Mrs. Marie Dennis
 ____ Teletype Unit

____ Mr. Branigan
 ____ Mr. Cregar
 ____ Mr. Deegan
 ____ Mr. Fulton
 ____ Mr. Kolombatovic
 ____ Mr. Putman
 ____ Mr. Shackelford

Room _____

____ Mr. Atkinson

____ Miss Kozlosky
 ____ Mrs. Meeks
 ____ Stneo Pool, 4027 JEH

____ Mr. W.D. Neumann
 ____ Mr. H. A. Newman
 ____ Mr. Nugent
 ____ Mr. Phillips
 ____ Mr. Tunstall

____ Please Call Me
 ____ Please See Me
 ____ For Information
 ____ Note and Return
 ____ Note and Forward
 ____ Per Call
 ____ Correct
 ____ Status
 ____ RECORDS SECTION
 ____ Place on Record
 and Return
 ____ Consolidation
 ____ Post in File and Destroy
 0-1 or FD-205
 ____ Initial for File
 ____ Note File # and Return
 R/S to Room _____

____ Mr. Aldhizer
 ____ Mr. Egan
 ____ Mr. Fallin
 ____ Mr. Graham
 ____ Mr. Held
 ____ Mr. Klein
 ____ Mr. Mosher
 ____ Mr. Powell
 ____ Mr. Ross
 ____ Mr. Shea
 ____ Mr. Thornton

IS-1 SECTION

BEING REVISED

(SEE 5-6)

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/02/2000 BY SP2 ALM/UM/

MDR-16

Personnel Intelligence Activities

(Name of Country)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/03/2000 BY SP2 am/ant
MDR-16

MONTHLY RECAPITULATION

☐ Soviet☐ Yugoslav☐ Satellite☐ Chinese

Personnel Intelligence Activities

Total Foreign Officials Under Surveillance _____

MANPOWER UTILIZED	
Supervisors	
Tesurs/Misurs	
Surveillances	
Case Agents	
Contact Cases	
Other	
Total Personnel Assigned	
Increase or decrease over last month	
(If decrease explain why and steps being taken to replace.)	

I certify surveillances were personally supervised by me; were adequately supervised; were conducted properly and with discretion.

SAC

Date _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2006 BY SP2 RUM/mf
MDR-16



~~CONFIDENTIAL~~

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

Date _____

RE:
INTERNAL SECURITY -

INTERNAL SECURITY -

_____ DIPLOMATIC COURIERS

The following information concerning the above-captioned diplomatic courier team was obtained from the United States Immigration and Naturalization Service, confidential sources who have furnished reliable information in the past or observations by Special Agents of the Federal Bureau of Investigation:

Name	Date and place of birth	Passport No.	Type of visa
Name	Date and place of birth	Passport No.	Type of visa

ARRIVAL DATA

Arrived	From	Date	Time	Via
---------	------	------	------	-----

Identities of personnel attending arrival	Baggage
5-	86

DEPARTURE DATA

Departure	Destination	Date	Time	Via
-----------	-------------	------	------	-----

Identities of personnel attending departure	Baggage
---	---------

Unusual activity or circumstances (use supplemental page if necessary)

DECLASSIFIED BY SP8 AUM/LMF
ON 10/02/2000
MDR-16

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Date _____

RE:

INTERNAL SECURITY -

INTERNAL SECURITY -

DIPLOMATIC COURIERS

ARRIVAL DATA

Arrived	From	Date	Time	Via
Identities of personnel attending arrival		Baggage		

DEPARTURE DATA

Departure	Destination	Date	Time	Via
Identities of personnel attending departure		Baggage		

5-86a

Unusual activity or circumstances (use supplemental page if necessary)

DECLASSIFIED BY SP2 PML/mt
ON 10/02/2000
MDR-16

~~CONFIDENTIAL~~

INTELLIGENCE DIVISION
IS-3 SECTION

_____, 1975

_____ Mr. W. R. Wannall
 _____ Mr. T. W. Leavitt
 _____ Mr. P. L. Mack
 _____ Mr. Boynton
 _____ Mr. Branigan
 _____ Mr. Cregar
 _____ Mr. Deegan
 _____ Mr. Fulton
 _____ Mr. Putman
 _____ Mr. Shackelford

_____ Mrs. Liskey
 _____ Miss Tweedon
 _____ Mrs. Haines
 _____ Mrs. French

_____ Miss McFarland
 _____ Miss O'Neil

_____ Mrs. Clark, 4027 JEH
 _____ Miss Winslow, 4027 JEH

Room

_____ Miss Barnard
 _____ Miss Borowick
 _____ Miss Chamberlain
 _____ Miss Lucey
 _____ Miss Murney

SUPERVISORS

_____ Mr. Cassidy

_____ Mr. Finzel
 _____ Mr. Horner
 _____ Mr. Larson
 _____ Mr. Ryan, 4426 JEH

_____ Correct
 _____ Please Call Me
 _____ Please See Me

_____ Mr. Blake
 _____ Mr. Burns
 _____ Mr. Dalseg
 _____ Mr. Deakin
 _____ Mr. Lacey
 _____ Mr. Leffler
 _____ Mr. McCaffrey
 _____ Mr. McWilliams
 _____ Mr. Mallet
 _____ Mr. Maurice
 _____ Mr. Mellitt
 _____ Mr. Miller
 _____ Mr. Porter
 _____ Mr. Ross
 _____ Mr. Watters
 _____ Mr. _____

_____ Foreign Liaison Unit
 _____ Records Section
 _____ Place on Record & Return
 _____ Special File Room
 _____ 5847 JEH
 _____ Publications Files
 _____ Mail Room, 5531 JB

BEING REVISED

(SEE 5-6)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2000 BY SP2AM/WHf
MDR-16

5-88 (2-20-58)

1. Name

(Last)

(First)

(Middle)

2. Address

(Apt. No.)

(No. and Name of Street)

(City)

(State)

(Country)

3. Treatment

Deleted 5-14-75

☐ One-Time Check

☐ Watch List

Duration

HUNTER Request No.

5-88

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2000 BY SP2AUM/LMF
MDR-16

Supervisor

Section

Unit

Dates Covered

From _____ To _____

TOTAL - OUTGOING

INSTRUCTIONS

Count items and not copies. Action mail already handled by another desk but routed to you for information should be counted under "Miscellaneous." If you take action on it, count under appropriate category instead. Count only those pages of a publication which you must review.

If you assist or handle work in absence of another Supervisor, count mail according to desk to which it applies since object of count is to determine desk volume.

Bureau Source material requiring action should be counted under "Letters-Outside"; otherwise, count as "Miscellaneous."

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/2000 BY SP2 RUM/lm/f
MAR-16

OUTGOING SIGNATURE MAIL

NONDICTATED DISSEMINATION

Memos-SOG

Memos-
Letterhead

Teletypes
Airtels
Cables, etc.

Letters-
Field

Letters- Outside

Reports

Memos

Miscellaneous

Items	Pages
-------	-------

Items	Pages
-------	-------

Items	Pages
-------	-------

Items	Pages
-------	-------

Items	Pages
-------	-------

Items	Pages
-------	-------

Items	Pages
-------	-------

Items	Pages
-------	-------

INCOMING MAIL COUNT

Memos-SOG

**Memos-
Letterhead**

Teletypes
Airtels
Cables, etc.

Letters-
Field

Letters-
Outside

Reports

Forms-
Field, Visa,
etc.

Miscellaneous
Newspapers
Publications

Items	Pages
-------	-------

Items	Pages
-------	-------

Items	Pages
-------	-------

Items	Pages
-------	-------

Items	Pages
-------	-------

Items	Pages
-------	-------

Items	Pages
-------	-------

Items	Pages
-------	-------

TOTAL - INCOMING

5-109 (2-17-60)

Title:

Author:

Recommended By:

Sec.:

Div.:

Obtained From:

Date:

Assigned To:

Sec.:

Div.:

Date Assigned:

Date Completed:

Review Reference:

CC File No.:

Location of Book:

CC Book Review To:

Date:

5-109

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/12/2000 BY SP2 KUM/IAF
MDR-16

5-113

5-113 (Rev. 3-21-73)

Intelligence Division

INFORMATIVE NOTE

Date _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2000 BY SP2 RLM/lmf
MOR-16

Intelligence Division

INFORMATIVE NOTE

Date _____

5-113a

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/02/2006 BY SP2 RUM/UMF
MDR-16

134

5-118

DELETED 5-14-75

(ALL FORMS DESTROYED)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/00 BY SP2 AUM/umf
MDR-16

SIX MONTHS' EVALUATION OF ACTIVITY

TO: SAC, ()

FROM:

RE:

Residence
Source of verification
Date

Employment and Position
Source of verification
Date

Known or suspected intelligence agent: ☐ Yes ☐ No Serial _____

File reviewed from serial _____ through serial _____ and all pertinent information furnished to Bureau and all necessary action taken ☐ Yes ☐ No

Last communication submitted to Bureau with reevaluation. Date _____ Serial _____

MOSNAT and PRODIP cards current including description and current photograph. ☐ Yes ☐ No

Remarks including brief summary of normal daily routine:

5-122

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/2000 BY SP2 ALM/UMF
#MDR-16

New Items Received During

	Requests Requiring Investigation	Requests Requiring Name Check Only	Totals
Requests From Abroad:			
From RCMP			
From Other Foreign Agencies			
From Legats			
Subtotals			
Requests From U. S. A.:			
From Local and State Agencies			
From Federal Agencies			
Subtotals			
Over-all Totals			

5-123

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/20/00 BY SP8 RUM/VMC
MDR/lc

UNITED STATES GOVERNMENT

Memorandum

TO : SAC,

DATE:

FROM : Director, FBI

SUBJECT:

Bureau Informant 200, a most sensitive and reliable source, advised that

_____ of
(individual or organization)_____ was
(address)in contact with _____
(individual or organization, address)_____ during _____
(month, year)

The foregoing and the following INFORMATION OBTAINED FROM BUREAU INFORMANT 200 IS NOT TO BE DISSEMINATED OUTSIDE THE BUREAU AND SHOULD NOT BE SET OUT IN ANY INVESTIGATIVE REPORT. INFORMATION FROM THIS INFORMANT SHOULD BE UTILIZED FOR LEAD PURPOSES ONLY AND ANY STATEMENT CONCERNING THE COVERAGE IN EFFECT IN THIS INSTANCE MUST BE AVOIDED. UNDER NO CIRCUMSTANCES SHOULD THE SUBJECT OR ANY UNAUTHORIZED PERSON BECOME AWARE THAT WE HAVE KNOWLEDGE OF THE ABOVE-MENTIONED CONTACT.

According to the informant,

5-127

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/2000 BY SP2 RUM/UMF
MDR-16

5-128

Xerox Requisition
5-128 (Rev. 7-14-66)

Date _____

- ☐ No. of Originals
☐ Copies of Each Original
☐ Front and Back
☐ Expedite
☐ Block Out _____
☐ Call Ext. _____ When Ready

Color of Paper: ☐ White ☐ Yellow ☐ Blue ☐ Green

Size of Paper: ☐ Regular ☐ Long

Description or Remarks:

RETURN TO:

Approved By: _____

☐ Steno Pool

☐ SA _____

☐ _____

Supervisor

DOJ/FBI

Room _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2000 BY SPALM/mf
MDR-16

Federal Bureau of Investigation

5-137

Office of Counterintelligence and Security
Defense Intelligence Agency
The Pentagon
Washington, D. C. 20301

Dear Sir:

- ☐ For your information, I am enclosing communications which may be of interest to you.
- ☐ No further investigation is contemplated with regard to this matter.
- ☐ You will be advised of the pertinent developments in connection with this inquiry.
- ☐ Status of case: ☐ Completed ☐ Incomplete

Very truly yours,

Clarence M. Kelley
Clarence M. Kelley
Director

Enc.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2000 BY SP2 dmj/lmf
MDR-16

5-138 (Rev. 7-16-73)

Federal Bureau of Investigation

Director
EUR/SES - Room 5222
Department of State
Washington, D. C. 20520

5-138

Dear Sir:

- ☐ For your information, I am enclosing communications which may be of interest to you.
- ☐ No further investigation is contemplated with regard to this matter.
- ☐ You will be advised of the pertinent developments in connection with this inquiry.
- ☐ Status of Case: ☐ Completed ☐ Incomplete

Very truly yours,

Clarence M. Kelley
Clarence M. Kelley
Director

Enc.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2002 BY SP2sum/lmc
MOR-16

5-140

5-140 (Rev. 1-21-74) FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20535

Addressee: _____

☐ LTR ☐ LHM ☐ Memo ☐ Report dated _____

Caption of Document: _____

Originating Office: _____

Delivered by: _____ Date: _____

Received by: _____

Title: _____

Return this receipt to the Intelligence Division, FBI

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2000 BY SP2 RLM/lmc
MOR-16



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

5-141

For your information, I am enclosing a communication
which may be of interest to you.

Sincerely yours,

Clarence M. Kelley
Clarence M. Kelley
Director

Enc.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/2000 BY SP2 ALM/UCF
MPR-16

INTELLIGENCE DIVISION - FBI
CI-3 SECTION

_____, 1975

____ Mr. W. R. Wannall	____ Name Check Section
____ Mr. T. W. Leavitt	____ Data Processing, 6221 IB
____ Mr. H. E. Helgeson	____ Mail Room
____ Mr. Branigan	____ Translation Section
____ Mr. Cregar	____ Foreign Liaison Unit
____ Mr. J. G. Deegan	____ RECORDS SECTION
____ Mr. A. B. Fulton	____ Consolidation Unit
____ Mr. Kolombatovic	____ Name Searching
____ Mr. F. S. Putman	____ Special Mail Room
____ Mr. Shackelford	____ Place on Record & Return
	____ Routing Unit
____ Mr. Mignosa	____ Note File # and Return
	____ R/S to Room
____ Miss Epps	____ Teletype, 6247 JEH
____ Miss Gregory	
____ Mrs. Magnone	____ Open-Close
____ Mrs. Mitchell	____ Correct
	____ Please Call Me
____ Mrs. Clark	____ Please See Me
____ Mrs. Dennis	
____ Mrs. Liskey	____ M _____
____ Miss Tweedon	
____ Miss McFarland	Room _____
____ Mr. Burrows	

SUPERVISORS

____ Mr. Deily	____ Mr. Korontjis
____ Mr. Dickson	____ Mr. McCarthy
____ Mr. Duffin	____ Mr. McGorty
____ Mr. Egan	____ Mr. Moran
____ Mr. Fox	____ Mr. Nasca
____ Mr. George	____ Mr. O'Connor
____ Mr. Grant	____ Mr. Oglesby
____ Mr. Hampton	____ Mr. Roberts
____ Mr. Howard	____ Mr. Walton

5-143

CONTAINED
SIFIED

SP2 Rum / lmf

mde-16

BEING REVISED
(SEE 5-6)

Items	Amount	Forms	Amount
		All 0- Forms	
Abstracts (blue)	_____	5-148	_____
Abstracts (yellow).	_____		_____
Blotters (desk).	_____		_____
Cards (3x5) white	_____		_____
yellow _____ blue	_____		_____
green _____ pink	_____		_____
Erasers (pink & blue).	_____		_____
Letter Ex white	_____		_____
green	_____		_____
yellow	_____		_____
OF-10 (blocked) _____ unblocked	_____		_____
Pads . . . 3x5 _____ yellow lined	_____		_____
5x8 _____ white lined	_____		_____
Paper unwatermarked	_____		_____
watermarked	_____		_____
blocked yellow	_____		_____
carbon	_____		_____
Pencils . . . #1 _____ #2 _____ #3	_____		_____
mechanical _____ lead	_____		_____
Pens (ballpoint) _____ refills	_____		_____
Ribbons (typewriter)	_____		_____
Staples	_____		_____
Steno notebooks	_____		_____
Tape (cellophane) ½" _____ ¾"	_____		_____
Tipp ex	_____		_____
		All 5- Forms	

Type	Envelopes Size	Amount
Plain (white)	3 5/8 x 6 1/2	
Plain (white) #9	3 7/8 x 8 7/8	
Plain (white) #10	4 1/8 x 9 1/2	
<p>ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 01/02/2000 BY SP2 RSM/umf MDR-16</p>		

NW 55033 DocId:32989613 Page 197

All FD- Forms	
Type	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Any Forms Needed Which Are Not Listed	
Type	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Miscellaneous

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Return Order to Room _____



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to
File No.

Director
Bureau of Intelligence and Research
Department of State

RE:

5-151

Dear Sir:

The information furnished herewith concerns a subject (or subjects) who may be presently traveling abroad or planning to do so.

Reports concerning the subject (or subjects) ☐ have been ☐ are being furnished to you under separate cover.

Very truly yours,

Clarence M. Kelley
Clarence M. Kelley
Director

Enclosure

1 - Assistant Attorney General
Criminal Division
Attn.: Internal Security Section

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/00 BY SP2 RIM/1117
MDR-16

UNITED STATES GOVERNMENT

Memorandum

TO : SAC,

DATE:

FROM : Director, FBI (

SUBJECT:

5-153

☐ Authority is granted to designate captioned individual a Bureau-approved PSI and to proceed to develop source as a security informant in accordance with instructions set forth in Section 107, Volume IV, Manual of Instructions.

☐ Authority is granted to designate captioned individual as a
☐ potential extremist informant ☐ confidential source-extremist in accordance with instructions set out in Section 130, Volume IV, Manual of Instructions.

☐ Authority is granted to pay captioned informant an amount up to
\$ per ☐ month ☐ week for services rendered on a c.o.d. basis, and up to
\$ per ☐ month ☐ week for expenses actually incurred for a period of _____
☐ months ☐ weeks effective _____. You should continue to maintain contact with informant and follow appropriate instructions in the Manual of Instructions.

☐ Advise captioned informant that the Bureau is not concerned with the legitimate activities of the college or university or of its students. Do not contact informant on the campus.

☐ Bufiles disclose no pertinent information regarding
☐ captioned source ☐ immediate relatives of source

☐ Concerning your payments to this informant and all informants, you are reminded that payments must be commensurate with the value of the information received; that payments are to be made only for actual expenses incurred in connection with obtaining information for the FBI. In addition, payments should be made in such a manner that the informant clearly understands he is not being paid on a salary basis but rather on a c.o.d. basis.

☐ Make certain informant understands cooperation with Bureau is strictly voluntary and that this cooperation must be maintained on a confidential basis at all times. Impress upon informant that informant is not Bureau employee. Exercise caution in your contacts with informant to make certain informant is not a plant.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/02/2006 BY SP2 pum/lmf
MAR-16

SAC,

Director, FBI (

Attention: Data Processing Section

5-153a

☐ Authority is granted to designate captioned individual a Bureau-approved PSI and to proceed to develop source as a security informant in accordance with instructions set forth in Section 107, Volume IV, Manual of Instructions.

☐ Authority is granted to designate captioned individual as a
☐ potential extremist informant ☐ confidential source-extremist in accordance with instructions set out in Section 130, Volume IV, Manual of Instructions.

☐ Authority is granted to pay captioned informant an amount up to
 \$ per ☐ month ☐ week for services rendered on a c.o.d. basis, and up to
 \$ per ☐ month ☐ week for expenses actually incurred for a period of _____
☐ months ☐ weeks effective _____. You should continue to maintain contact with informant and follow appropriate instructions in the Manual of Instructions.

☐ Advise captioned informant that the Bureau is not concerned with the legitimate activities of the college or university or of its students. Do not contact informant on the campus.

☐ Bufiles disclose no pertinent information regarding
☐ captioned source ☐ immediate relatives of source

☐ Concerning your payments to this informant and all informants, you are reminded that payments must be commensurate with the value of the information received; that payments are to be made only for actual expenses incurred in connection with obtaining information for the FBI. In addition, payments should be made in such a manner that the informant clearly understands he is not being paid on a salary basis but rather on a c.o.d. basis.

☐ Make certain informant understands cooperation with Bureau is strictly voluntary and that this cooperation must be maintained on a confidential basis at all times. Impress upon informant that informant is not Bureau employee. Exercise caution in your contacts with informant to make certain informant is not a plant.

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 10/02/2000 BY SP2 RUM/lmf
 mdr-16

MAIL ROOM ☐ TELETYPE UNIT ☐

Document Number:

Received from:

By:

Date of receipt:

5-160

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2000 BY SP2 DM/mf
MDR-16



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to
File No.

Commanding General
United States Army Intelligence Command
Department of the Army

Attention: Personnel Security Group

RE:

5-161

Dear Sir:

The information checked below pertains to your letter dated
_____, your reference ICPSG - L.

- ☐ You have been sent all available information.
- ☐ Pertinent information is enclosed.
- ☐ Information is being furnished under separate cover.
- ☐ Your request has been furnished to the appropriate FBI Field Division for handling. The results will be furnished to you promptly.

Further processing of the subject's case by the Department of the Army will not interfere with the investigative responsibilities of the FBI. It will be appreciated if you will inform the FBI regarding the final action taken in the subject's case.

Very truly yours,

Clarence M. Kelley
Clarence M. Kelley
Director

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/2006 BY SP2 AUM/lmk
MDR-16

Commanding General
United States Army Intelligence Command
Department of the Army

Attention: Personnel Security Group

RE:

5-161a

Dear Sir:

The information checked below pertains to your letter dated _____, your reference ICPSG - L.

- ☐ You have been sent all available information.
- ☐ Pertinent information is enclosed.
- ☐ Information is being furnished under separate cover.
- ☐ Your request has been furnished to the appropriate FBI Field Division for handling. The results will be furnished to you promptly.

Further processing of the subject's case by the Department of the Army will not interfere with the investigative responsibilities of the FBI. It will be appreciated if you will inform the FBI regarding the final action taken in the subject's case.

Very truly yours,

Clarence M. Kelley
Clarence M. Kelley
Director

2. _____ (Enclosure)
ATTENTION: SAC, _____:

A copy of Army letter is enclosed.

- ☐ For your information.
- ☐ Submit up-to-date report.
- ☐ Handle Army request. Submit reply promptly by memorandum.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/2000 BY SP2 RUM/UMH
MDR-16

MAIL ROOM ☐ TELETYPE UNIT ☐

SECRET

SICS

DIRECTOR, FBI ATTENTION: VOUCHER STATISTICAL SECTION										From Washington Field			
Field 1 (22 spaces)				2 (20)			3 (17)			4 (9)			
Type Case K				HQ File			Arbitrary #			Date (MDY)			
OO		OO#		Aux Ofc - #			SA			Squad Stat.			
Validity Check							Key Symbol K						
Surname				Given Name			Middle Name			Type Name K			
Place of Birth				City of Birth			Date of Birth (MDY)			Sex			
Citizenship				Type - # of Passport K			City of Issue			Date (MDY)			
Visa		Valid		Date Issued (MDY)						Date SD (MDY)			
Relative (Last, First, Middle Names)							Relationship		Born (Y) Arb # PAW				
Lic. Yr		State K		License #		Body Style K		Make		Model Yr Color K			
Hgt		Wgt		Hair K		Eyes K		Build K		Scar Type 12 Place K			
Head K		Peculiarity		13		Body K		Peculiarity		13 Accessory 17 Hobby 9			
Peculiarity - Social				22		Peculiarity - Mental				20 Peculiarity - Emotional 17 Hobby 9			
Overt Occupation										25 Title			
Establishment										40			
Intelligence Occupation													
Intelligence Service							Branch K			K or S			
Remarks										59 Language			
Remarks										59 Language			
Street				<input type="checkbox"/> Building			LOCATION		Phone		ABRF St #		
Country/State K				City			Zip Code		On/From (MDY)				
Remarks Re Location										59			
Source													
15				Serial #			SOURCE			File # (If not 2-1-b)		Doc. Date	
Remarks Re Source										59			

HISTORY ☐

SECRET

10/02/2000 REPLACE ☐

CLASSIFIED BY SP2 AUM/mac

DECLASSIFY ON: 25X 6

MDR-16

SECRET

TYPE OF CASE

USSR		Bulgaria	Czech	Hungary	Poland		Romania
AFLT	SMUN	BUNM	CUNM	HUNM	PUNM	PONSA	RUNM
AGRICO	SOVCOM	BUNSEC	CUNSEC	HUNSEC	POEMB	PUNSEC	RUNSEC
ATC	SOVCOUR	BTA	CTK	HUEMB	POCON	POEMBA	ROCOMO
BMUN	SOVEMB	BTM	CSA	HUCOMO	POCOMO	PUNGA	ROTRAVO
CONOF	SOVINFO	BUEMB	CEDOK	HUPRESS	LOT		ROEMB
CRSPNDT	SOVUNGA	BUNGA	CZCOMO	HUTA	GAL		RONEWS
INT	UMUN	BTO	CZNSA	HUNGA	PEKAO		RUNGA
SFCON	UNSEC		CZEMB		POLART		
SMO	UNTEMP		CUNGA		PAP		

Status of Case

F - Priority I
S - Priority II
T - Priority III
D - Defection potential case
P - Pending
I - Pending inactive
C - Closed

Name Types

T - True Name
A - Aka
M - Maiden Name
C - Code Name
F - Hostile Service
Code Name

Passport Types

D - Diplomatic
K - Consular
M - Seamen
S - Service or official
T - Ordinary
U - United Nations
O - Unknown

Body Style

SEDAN
2 DR
CONV
WAGON
TRUCK
CYCLE

Key Symbols

AR - Arrive U. S.
DP - Depart U. S.
PL - Print remark on Personnel List
RT - Return from temporary departure
TD - Temporary departure
03 - Wife ceases employment

Colors

BEIGE	GOLD	PINK
BLACK	GREEN	PLATINUM
BLOND	GREEN, DK	PURPLE
BLUE	GREEN, LT	RED
BLUE, DK	GREY	SILVER
BLUE, LT	HAZEL	TAN
BRONZE	LAVENDER	TURQUOISE
BROWN	MAROON	WHITE
COPPER	ORANGE	YELLOW
CREAM		

Head Features

FACE NOSE
HEAD LIPS
HAIR T-TH (TEETH)
EYES SPCH (SPEECH)
EARS GENL

Build

LARGE PLUMP
MEDIUM THIN
SMALL
HEAVY
STOCKY

Body Features

NECK STANCE
SHLDRS WALK
ARMS HEALTH
HANDS SKIN
LEGS GENL
BODY

States

CA NJ
DC NY
IL VA
MD
Others - See Directory of Post Offices

Branches

PR SPL
X GEN
KR TR
N MIS
F
S

Agencies

AEC	CUST	NAVY
ARMY	DIA	NSA
AF	FAA	RCMP
AGRI	FBIS	SSER
CG	FGN	SD
CIA	INS	USIS
CMCE	IRS	USSS
	NASA	

Countries - See Appendix J

Street Designations

AVENUE	AV	LANE	LN
BOULEVARD	BV	PARKWAY	PW
CIRCLE	CL	PIKE	PK
COURT	CT	PLACE	PL
DRIVE	DR	PLAZA	PZ
HIGHWAY	HW	ROAD	RD

ROUTE	RT
SQUARE	SQ
STREET	ST
TERRACE	TR
TURNPIKE	TP

SECRET

SICS

DIRECTOR, FBI ATTENTION: VOUCHER STATISTICAL SECTION										From New York	
Field 1 (22 spaces)				2 (20)			3 (17)			4 (9)	
Type Case K SOG Desk				HQ File			Arbitrary #			Date (MDY)	
OO		OO#		Aux Ofc - #			SA			Squad	Stat.
Validity Check							Key Symbol K			Chrono.	
Surname				Given Name			Middle Name			Type Name K	
Place of Birth				City of Birth			Date of Birth (MDY)			Sex	
Citizenship				Type - # of Passport K			City of Issue			Date (MDY)	
Visa		Valid		Date Issued (MDY)						Date SD (MDY)	
Relative (Last, First, Middle Names)							Relationship		Born (Y)	Arb #	PAW
Lic. Yr	State K	License #		Body Style K	Make	Model	Yr	Color	K		
Hgt	Wgt	Hair	K	Eyes	K	Build	K	Scar	Type	12	Place K
Head K	Peculiarity			13	Body	K	Peculiarity	13	Accessory	17	Hobby 9
Peculiarity - Social				22	Peculiarity - Mental			20	Peculiarity - Emotional	17	Hobby 9
Overt Occupation										25	Title
Establishment										40	
Intelligence Occupation											
Intelligence Service							Branch		K	K or S	
Remarks										59	Language
Remarks										59	Language
Street		<input type="checkbox"/> Building			LOCATION		Phone		ABRF	St #	
Country/State K				City			Zip Code		On/From (MDY)	To (MDY)	
Remarks Re Location										59	
Surname or Organization				Given Name			CONTACT Middle Name		Arb #		
Country/State of Contact				City of Contact					On/From (MDY)	To (MDY)	
Remarks Re Contact										59	
Source				15	Serial #			SOURCE	File # (If not 2-1-b)		Doc. Date
Remarks Re Source										59	

HISTORY ☐

SECRET

 10/02/2000
 CLASSIFIED BY SP2 AM/lmc
 DECLASSIFY ON: 25X
REPLACE ☐

MDR-16

SECRET

TYPE OF CASE

USSR		Bulgaria	Czech	Hungary	Poland		Romania
AFLT	SMUN	BUNM	CUNM	HUNM	PUNM	PONSA	RUNM
AGRICO	SOVCOM	BUNSEC	CUNSEC	HUNSEC	POEMB	PUNSEC	RUNSEC
ATC	SOVCOUR	BTA	CTK	HUEMB	POCON	POEMBA	ROCOMO
BMUN	SOVEMB	BTM	CSA	HUCOMO	POCOMO	PUNGA	ROTRAVO
CONOF	SOVINFO	BUEMB	CEDOK	HUPRESS	LOT		ROEMB
CRSPNDT	SOVUNGA	BUNGA	CZCOMO	HUTA	GAL		RONEWS
INT	UMUN	BTO	CZNSA	HUNGA	PEKAO		RUNGA
SFCON	UNSEC		CZEMB		POLART		
SMO	UNTEMP		CUNGA		PAP		

Status of Case

F - Priority I
S - Priority II
T - Priority III
D - Defection potential case
P - Pending
I - Pending inactive
C - Closed

Name Types

T - True Name
A - Aka
M - Maiden Name
C - Code Name
F - Hostile Service
Code Name

Passport Types

D - Diplomatic
K - Consular
M - Seamen
S - Service or official
T - Ordinary
U - United Nations
O - Unknown

Body Style

SEDAN
2 DR
CONV
WAGON
TRUCK
CYCLE

Key Symbols

AR - Arrive U. S.
DP - Depart U. S.
PL - Print remark on Personnel List
RT - Return from temporary departure
TD - Temporary departure
03 - Wife ceases employment

Colors

BEIGE	GOLD	PINK
BLACK	GREEN	PLATINUM
BLOND	GREEN, DK	PURPLE
BLUE	GREEN, LT	RED
BLUE, DK	GREY	SILVER
BLUE, LT	HAZEL	TAN
BRONZE	LAVENDER	TURQUOISE
BROWN	MAROON	WHITE
COPPER	ORANGE	YELLOW
CREAM		

Head Features

FACE NOSE
HEAD LIPS
HAIR T-TH (TEETH)
EYES SPCH (SPEECH)
EARS GENL

Build

LARGE PLUMP
MEDIUM THIN
SMALL
HEAVY
STOCKY

Body Features

NECK STANCE
SHLDRS WALK
ARMS HEALTH
HANDS SKIN
LEGS GENL
BODY

States

CA NJ
DC NY
IL VA
MD
Others - See Directory of Post Offices

Branches

PR SPL
X GEN
KR TR
N MIS
F
S

Agencies

AEC	CUST	NAVY
ARMY	DIA	NSA
AF	FAA	RCMP
AGRI	FBIS	SSER
CG	FGN	SD
CIA	INS	USIS
CMCE	IRS	USSS
	NASA	

Countries - See Appendix J

Street Designations

AVENUE	AV	LANE	LN	ROUTE	RT
BOULEVARD	BV	PARKWAY	PW	SQUARE	SQ
CIRCLE	CL	PIKE	PK	STREET	ST
COURT	CT	PLACE	PL	TERRACE	TR
DRIVE	DR	PLAZA	PZ	TURNPIKE	TP
HIGHWAY	HW	ROAD	RD		

SECRET

SECRET

SICS

DIRECTOR, FBI ATTENTION: VOUCHER STATISTICAL SECTION

From Chicago

	Field 1 (22 spaces)				2 (20)				3 (17)				4 (9)			
I	Type Case K				HQ File				Arbitrary #				Date (MDY)			
2	OO OO#				Aux Ofc - #				SA				Squad		Stat.	
A	Validity Check								Key Symbol K							
B	Surname				Given Name				Middle Name				Type Name K			
C	Place of Birth				City of Birth				Date of Birth (MDY)				Sex			
D	Citizenship				Type - # of Passport K				City of Issue				Date (MDY)			
3	Visa Valid				Date Issued (MDY)								Date SD (MDY)			
4	Relative (Last, First, Middle Names)								Relationship		Born (Y)		Arb #		PAW	
5	Lic. Yr		State K		License #		Body Style K		Make		Model		Yr		Color K	
6	Hgt		Wgt		Hair K		Eyes K		Build K		Scar Type		12		Place K	
7	Head K		Peculiarity		13		Body K		Peculiarity		13		Accessory		17	
8	Peculiarity - Social				22				Peculiarity - Mental				20			
E	Overt Occupation										25		Title			
F	Establishment										40					
G	Intelligence Occupation															
H	Intelligence Service								Branch		K		K or S			
J	Remarks										59		Language			
K	Remarks										59		Language			
L	Street				<input type="checkbox"/> Building				LOCATION		Phone		ABRF		St #	
M	Country/State				K City				Zip Code		On/From (MDY)					
N	Remarks Re Location										59					
O																
P																
S																
W	Source				15 Serial #				SOURCE		File # (If not 2-1-b)		Doc. Date			
X	Remarks Re Source										59					

HISTORY ☐

SECRET

CLASSIFIED BY SP2 NM/kmf

DECLASSIFY ON: 25X 6

MDR-16

REPLACE ☐

SECRET

TYPE OF CASE

USSR		Bulgaria	Czech	Hungary	Poland	Romania
AFLT	SMUN	BUNM	CUNM	HUNM	PUNM	RUNM
AGRICO	SOVCOM	BUNSEC	CUNSEC	HUNSEC	POEMB	RUNSEC
ATC	SOVCOUR	BTA	CTK	HUEMB	POCON	ROCOMO
BMUN	SOVEMB	BTM	CSA	HUCOMO	POCOMO	ROTRAVO
CONOF	SOVINFO	BUEMB	CEDOK	HUPRESS	LOT	ROEMB
CRSPNDT	SOVUNGA	BUNGA	CZCOMO	HUTA	GAL	RONEWS
INT	UMUN	BTO	CZNSA	HUNGA	PEKAO	RUNGA
SFCON	UNSEC		CZEMB		POLART	
SMO	UNTEMP		CUNGA		PAP	

Status of Case

F - Priority I
S - Priority II
T - Priority III
D - Defection potential case
P - Pending
I - Pending inactive
C - Closed

Name Types

T - True Name
A - Aka
M - Maiden Name
C - Code Name
F - Hostile Service
Code Name

Passport Types

D - Diplomatic
K - Consular
M - Seamen
S - Service or official
T - Ordinary
U - United Nations
O - Unknown

Body Style

SEDAN
2 DR
CONV
WAGON
TRUCK
CYCLE

Key Symbols

AR - Arrive U. S.
DP - Depart U. S.
PL - Print remark on Personnel List
RT - Return from temporary departure
TD - Temporary departure
03 - Wife ceases employment

Colors

BEIGE	GOLD	PINK
BLACK	GREEN	PLATINUM
BLOND	GREEN, DK	PURPLE
BLUE	GREEN, LT	RED
BLUE, DK	GREY	SILVER
BLUE, LT	HAZEL	TAN
BRONZE	LAVENDER	TURQUOISE
BROWN	MAROON	WHITE
COPPER	ORANGE	YELLOW
CREAM		

Head Features

FACE NOSE
HEAD LIPS
HAIR T-TH (TEETH)
EYES SPCH (SPEECH)
EARS GENL

Build

LARGE PLUMP
MEDIUM THIN
SMALL
HEAVY
STOCKY

Body Features

NECK STANCE
SHLDRS WALK
ARMS HEALTH
HANDS SKIN
LEGS GENL
BODY

States

CA NJ
DC NY
IL VA
MD
Others - See Directory of Post Offices

Branches

PR SPL
X GEN
KR TR
N MIS
F
S

Agencies

AEC	CUST	NAVY
ARMY	DIA	NSA
AF	FAA	RCMP
AGRI	FBIS	SSER
CG	FGN	SD
CIA	INS	USIS
CMCE	IRS	USSS
	NASA	

Countries - See Appendix J

Street Designations

AVENUE	AV	LANE	LN	ROUTE	RT
BOULEVARD	BV	PARKWAY	PW	SQUARE	SQ
CIRCLE	CL	PIKE	PK	STREET	ST
COURT	CT	PLACE	PL	TERRACE	TR
DRIVE	DR	PLAZA	PZ	TURNPIKE	TP
HIGHWAY	HW	ROAD	RD		

SECRET

SECRET

SIGS

DIRECTOR, FBI ATTENTION: VOUCHER STATISTICAL SECTION

From San Francisco

Field 1 (22 spaces)		2 (20)		3 (17)		4 (9)	
Type Case	K	HQ File		Arbitrary #		Date (MDY)	
OO	OO#	Aux Ofc - #		SA		Squad	Stat.
Validity Check				Key Symbol		K	
Surname		Given Name		Middle Name		Type Name K	
Place of Birth		City of Birth		Date of Birth (MDY)		Sex	
Citizenship		Type - # of Passport		K City of Issue		Date (MDY)	
Visa	Valid	Date Issued (MDY)				Date SD (MDY)	
Relative (Last, First, Middle Names)				Relationship	Born (Y)	Arb #	PAW
Lic. Yr	State K	License #	Body Style K	Make	Model	Yr	Color K
Hgt	Wgt	Hair	K	Eyes	K	Build	K
Head K	Peculiarity	13	Body	K	Peculiarity	13	Accessory
Peculiarity - Social		22	Peculiarity - Mental		20	Peculiarity - Emotional	17
Overt Occupation						25	Title
Establishment						40	
Intelligence Occupation							
Intelligence Service				Branch		K	K or S
Remarks						59	Language
Remarks						59	Language
Street		<input type="checkbox"/> Building		LOCATION	Phone	ABRF	St #
Country/State		K	City		Zip Code	On/From (MDY)	
Remarks Re Location						59	
Source		15	Serial #		SOURCE	File # (If not 2-1-b)	Doc. Date
Remarks Re Source						59	

HISTORY ☐

SECRET

CLASSIFIED BY SP2RM/MLF

DECLASSIFY ON: 25X 6

MDR-16

REPLACE ☐

SECRET

TYPE OF CASE

USSR		Bulgaria	Czech	Hungary	Poland	Romania
AFLT	SMUN	BUNM	CUNM	HUNM	PUNM	RUNM
AGRICO	SOVCOM	BUNSEC	CUNSEC	HUNSEC	POEMB	RUNSEC
ATC	SOVCOUR	BTA	CTK	HUEMB	POCON	POEMBA
BMUN	SOVEMB	BTM	CSA	HUCOMO	POCOMO	PUNGA
CONOF	SOVINFO	BUEMB	CEDOK	HUPRESS	LOT	ROEMB
CRSPNDT	SOVUNGA	BUNGA	CZCOMO	HUTA	GAL	RONEWS
INT	UMUN	BTO	CZNSA	HUNGA	PEKAO	RUNGA
SFCON	UNSEC		CZEMB		POLART	
SMO	UNTEMP		CUNGA		PAP	

Status of Case

F - Priority I
 S - Priority II
 T - Priority III
 D - Defection potential case
 P - Pending
 I - Pending inactive
 C - Closed

Key Symbols

AR - Arrive U. S.
 DP - Depart U. S.
 PL - Print remark on Personnel List
 RT - Return from temporary departure
 TD - Temporary departure
 03 - Wife ceases employment

Name Types

T - True Name
 A - Aka
 M - Maiden Name
 C - Code Name
 F - Hostile Service
 Code Name

Passport Types

D - Diplomatic
 K - Consular
 M - Seamen
 S - Service or official
 T - Ordinary
 U - United Nations
 O - Unknown

Body Style

SEDAN
 2 DR
 CONV
 WAGON
 TRUCK
 CYCLE

Colors

BEIGE	GOLD	PINK
BLACK	GREEN	PLATINUM
BLOND	GREEN, DK	PURPLE
BLUE	GREEN, LT	RED
BLUE, DK	GREY	SILVER
BLUE, LT	HAZEL	TAN
BRONZE	LAVENDER	TURQUOISE
BROWN	MAROON	WHITE
COPPER	ORANGE	YELLOW
CREAM		

Head Features

FACE NOSE
 HEAD LIPS
 HAIR T-TH (TEETH)
 EYES SPCH (SPEECH)
 EARS GENL

Build

LARGE PLUMP
 MEDIUM THIN
 SMALL
 HEAVY
 STOCKY

Body Features

NECK STANCE
 SHLDRS WALK
 ARMS HEALTH
 HANDS SKIN
 LEGS GENL
 BODY

States

CA NJ
 DC NY
 IL VA
 MD
 Others - See Directory of Post Offices

Branches

PR SPL
 X GEN
 KR TR
 N MIS
 F
 S

Agencies

AEC CUST NAVY
 ARMY DIA NSA
 AF FAA RCMP
 AGRI FBIS SSER
 CG FGN SD
 CIA INS USIS
 CMCE IRS USSS
 NASA

Countries - See Appendix J

Street Designations

AVENUE	AV	LANE	LN	ROUTE	RT
BOULEVARD	BV	PARKWAY	PW	SQUARE	SQ
CIRCLE	CL	PIKE	PK	STREET	ST
COURT	CT	PLACE	PL	TERRACE	TR
DRIVE	DR	PLAZA	PZ	TURNPIKE	TP
HIGHWAY	HW	ROAD	RD		

SECRET

Routing Slip
5-163 (Rev. 2-26-74)

(Copies to Legats Checked)

Date _____

TO LEGAT:

☐ Beirut
☐ Bern
☐ Bonn
☐ Brasilia
☐ Buenos Aires
☐ Caracas
☐ Hong Kong
☐ London

☐ Managua
☐ Manila
☐ Mexico City
☐ Ottawa
☐ Paris
☐ Rome
☐ Singapore
☐ Tel Aviv
☐ Tokyo

RE: EXTREMIST PHOTOGRAPH ALBUM (EPA)
EXTREMIST MATTERS

- ☐ Attached is photograph of _____. Remove and destroy old photograph and affix current photograph to biographical sketch.
- ☐ Attached is amended biographical sketch of _____. Remove and destroy old biographical sketch and affix current photograph to new sketch.
- ☐ Attached is FD-432 regarding _____. Place in EPA.
- ☐ _____ is being deleted from the EPA. Remove and destroy FD-432.
- ☐ One additional copy for Legat, Ottawa, attached for transmittal to Royal Canadian Mounted Police.

DELETED

5-163

Enc.

Bufile: 157-23582

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/22/2000 BY SP8 RUM/umf
MDR-16

NAME

ADDRESS

TYPE

AUTHORIZED

5-164

INSTALLED

DISCONTINUED

COMMENTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/00 BY SP2 ALM/mrk
MDR-16

Federal Bureau of Investigation

Director
Office of Investigations and Security
Room 5037
Main Commerce Building
Washington, D. C. 20230

5-165

- ☐ 1. For your information, I am enclosing communications which may be of interest to you.
- ☐ 2. It will be appreciated if you will have the investigation conducted as requested in the enclosed memorandum and furnish the results.
- ☐ 3. No further investigation is contemplated with regard to this matter.
- ☐ 4. You will be advised of the pertinent developments in connection with this inquiry.
- ☐ 5. Please note change in caption of this case.
- ☐ 6. Status of case: ☐ Completed ☐ Incomplete

Director
Federal Bureau of Investigation

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/02/00 BY SP8 DM/ME
MDR-16

Enc.

LEG-1 (Rev. 6-13-75)

~~Confidential~~ Air Pouch No. _____

Air Courier Pouch _____

Date Sent _____

(Check appropriate block)

TO FROM

☐ ☐ BUREAU

LEGAT,

☐ ☐ Bern

☐ ☐ Bonn

☐ ☐ Brasilia

☐ ☐ Buenos Aires

☐ ☐ Caracas

☐ ☐ Hong Kong

TO FROM

☐ ☐ London

☐ ☐ Madrid

☐ ☐ Manila

☐ ☐ Mexico City

☐ ☐ Ottawa

☐ ☐ Paris

☐ ☐ Rome

☐ ☐ Tel Aviv

☐ ☐ Tokyo

LEG-1

~~TOP SECRET~~ (Courier) POUCH # _____

forwarded to you _____
(Date)

Received _____ AM
(Date) (time) PM

Office Advance and Expenses

Office _____ Date _____

Period Covered _____ Rate of Exchange _____

Item		Amount
Cash on Bank		
Cash on Hand		
Advances to Employees:		
<u>Date</u>	<u>Name</u>	<u>Amount</u>
<div style="font-size: 4em; text-align: center;">LEG-2</div>		
Total Advances to Employees		
Expenditures: <i>(Itemize each item on separate sheet)</i>		
<u>Item</u>	<u>Amount</u>	
Confidential Informants.		
Transportation		
Nonexpendable Property		
Supplies		
Office Administration Expenses		
Miscellaneous		
Total <i>(Amount Reimbursable by the Bureau)</i>		
Total Office Advance Account		
Legal Attache _____		
<i>(Do not write in this Space)</i>		
Voucher # _____	Account submitted for	
Check # _____	Differences	
Type Check _____	Approved _____ for	
Mailed _____		
To _____		
By _____		

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 10/02/2000 BY SP2 RUM/lmf
 MAR 16

Date	Item	Receipt No.	Amount (L.C.)		Amount (U.S. \$)
<p>LEG-2a</p>					
<p>ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/2/2000 BY SP2EM/mf MDR-14</p>					
Totals					
Total Local Currency Converted					
Total U. S.					

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE:

FROM : Legal Attache, ()

Attn: FBI Laboratory
Crypt Section

SUBJECT:

LEG-5

Request the enclosed _____
language material, which is described below, be translated ☐ verbatim ☐ in summary
and the translation distributed as indicated.

Description of Material: Dated _____ and received on _____
under _____ classification from:

Disposition of Material: ☐ Return to this Office ☐ Retain at Bureau ☐ Other:

Disposition of translations:

_____ copies to _____ _____ copies to _____
_____ copies to _____ _____ copies to _____

Communication for dissemination to be prepared by _____ office.

Remarks:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/2000 BY SP2 RUM/lmf
MOR-16

Status:

Bureau - Enc. ()

The American Embassy

Dear Sir:

For your information, I am enclosing the material described below, which may be of interest to you.

Very truly yours,

Legal Attache

Reference:

LEG-6

Enc.:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/2000 BY SP01 NM/ML

MAR-16

- ☐ Additional investigation being conducted
- ☐ Investigation concluded

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI () DATE:

FROM : Legal Attache, () ()

SUBJECT:

Reference:

Dissemination, as outlined below, was made on dates indicated to foreign agencies listed.

LEG-7☐ _____ copies of☐ Pertinent information fromName and Location of AgencyDate Furnished

3 - Bureau
(1 - Foreign Liaison Desk)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/2000 BY SP2 PUM/MA
MOR-16

REPORT ON FUNDS SPENT ABROAD

From: Legal Attache, _____ Date _____

Number of Employees Assigned, Above Date _____

PAYMENTS RECEIVED

<u>SALARY</u>	<u>ALLOWANCES</u>	<u>TOTAL</u>	<u>SPENT IN OR RETD. TO U. S.</u>
---------------	-------------------	--------------	---

Report due February 15

Current fiscal year:

Actual July - Dec.....

Estimate Jan. - June

Next fiscal year:

Estimate July - Dec.....

Estimate Jan. - June

LEG-8

Report due August 15

Past fiscal year:

Actual Jan. - June.....

Current fiscal year:

Estimate July - Dec.....

Estimate Jan. - June.....

INSTRUCTIONS:

1. Complete only applicable portion of form -- due February 15 or August 15 -- and forward one copy to the Bureau.
2. Report in dollars. Include net salary, post, quarters and education allowances received or estimated to be received during each 6-month period, based on date of check. Check transmittal lists should be used in connection with the preparation of this report.
3. When an employee transfers from an office, prior to departure he should furnish Legal Attache "actual" figures to date of transfer. Furnish data for new assignment from date of arrival.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/2000 BY SP2 RUM/MAH
MDR-16

TO: Director, FBI ()

DATE:

FROM: Legat,

Att: ☐ Name-Check Section
☐ Foreign Liaison Unit
☐ Identification Division
☐ NCIC

Request check of Bureau ☐ Security files
☐ Criminal files
☐ Identification Division records
☐ Fingerprints enclosed
☐ National Crime Information Center (Wanted Person and/or
Property files)
☐ National Crime Information Center (Computerized
Criminal History)

Name -

Character -

Date of Birth -

Birthplace -

Race -

Sex -

Residences -

LEG-9

Spouse -

Date of Birth -

Birthplace -

Remarks -

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/2000 BY SP/AM/IMF
MOR-16

SECRET

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. White

DATE:

FROM : B. P. Herndon

SUBJECT: [BUREAU SOURCE #3] (S) GENERAL

This is classified ~~TOP~~ SECRET as it divulges information on a highly sensitive source.

[Enclosed is Bureau Source #3 material for transmission to the National Security Agency by secure teletype, Attention:] (S)

[65-56904] (S)
Enc.

(1)

7-46 (S)

10/2/2000

CLASSIFIED BY SP2 RUM/umf
DECLASSIFY ON: 25X 4
MDR-16

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

SECRET

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

5

10

15

25

30

7-50

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/2000 BY SP8 am/mt
MDR-14

UNITED STATES GOVERNMENT

Memorandum

TO : SAC,

DATE:

FROM : Director, FBI

SUBJECT: TECHNICAL EQUIPMENT

- ☐ Equipment listed below has been received. After repairs have been made it will be returned to your office.
- ☐ Equipment listed below has been repaired and is being returned to your office.
- ☐ Equipment listed below is being shipped to your office for ☐ permanent ☐ temporary assignment. Appropriate inventory changes should be made.
- ☐

7-66

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/26/2000 BY SP2 Bm/unf
mDR-16

***7-77 (8-23-73) TECHNICAL EXPERIENCE (PERFORMANCE RATINGS)**

[illegible]

EOD _____

DOB _____

Technical Security School _____

Retraining

Special Qualifications

7-77

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP2 RIM/lmf
MDR-16



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

*In Reply, Please Refer to
File No.*

Gentlemen:

The Federal Bureau of Investigation is interested
in obtaining available technical information and specifications
pertaining to

7-79

Since this material might have possible uses in
connection with official investigations, it would be appreciated
if you would afford confidential treatment to this inquiry.
Please direct your reply for the attention of the Federal
Bureau of Investigation Laboratory.

Very truly yours,

Clarence M. Kelley
Clarence M. Kelley
Director

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP2 Rm/lm/c
MDR-16

7-102

RECOMMENDED FOR DELETION 6/12/75

COMSEC EQUIPMENT STATUS

System:

☐ AFSAM 7☐ KL-7A☐ Modified

Component

SERIALLY NUMBERED

1. Base # _____
2. Stepping Unit # _____
3. Cipher Unit # _____
4. Case # _____
5. Complete Machine # _____
6. Keyboard Adapter # _____
7. Power Pack HSP-1 # _____
8. Rotors; Type _____ # _____
9. HL-1B # _____
10. Manual; Type _____ # _____

TAG NUMBERED

11. Printer Unit

12. Contact Panel

13. Keyboard Assembly

14. Power Converter

- ☐ C-T Section
- ☐ Code Room
- ☐ Quantico

Location

7-102

Field Office

Legal Attache

Sent and Received

Received from _____

Sent to _____

Date _____

Condition

- ☐ New
- ☐ Operating
- ☐ Defective

Remarks: _____

**RECOMMENDED FOR
DELETION 6-12-75**

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 9/26/2000 BY SP2 RMM/lnf
MDR-16

Repaired by _____

Date _____

Routing:

EQUIP. IN

EQUIP. OUT

CHANGE STATUS

Vault

Vault

EDP

EDP

Mr. Newpher

Vault

Mr. Gleason

Mr. Gleason

Vault

EDP



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to
File No.

Registered

Date:

To: The Inspector General, Office of Investigation
Department of Housing and Urban Development
Washington, D. C. 20410

From: Director, Federal Bureau of Investigation

Subject:

7-116

Your Claim #:

Your File #:

Reference: Letter dated

The original documents which were transmitted with your referenced letter are returned herewith.

Photographs of the original documents and any photocopies which you may have submitted in connection with this case are retained in the Bureau's files.

The results of the Laboratory examination and the investigation being conducted will be submitted to you subsequently.

Enclosures

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP2 NIM/lmf
MDR-16



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

To:

In Reply, Please Refer to
File No.

From: Director, Federal Bureau of Investigation

RE:

7-124

The FBI Laboratory has received evidence which you sent for examination in the above-entitled case. A Laboratory report will be sent to you after the examination has been completed.

For your information, it is the established policy of the FBI Laboratory, that the results of a voiceprint examination be used only for your investigative assistance. No testimony by FBI Laboratory experts will be provided.

Should you find the above condition acceptable please indicate by signing this letter in the space provided. If you desire that no voiceprint examination be conducted in this matter, so designate by checking the space at the very bottom of this letter. The evidence will be promptly returned to you via registered mail.

An enclosed self-addressed envelope has been provided for your convenience. No postage is necessary. The examination is being held in abeyance pending receipt of the requested information.

1. It is agreed that the results of any voiceprint examination conducted by the FBI Laboratory in the above case will be used only for the investigative assistance of this Department in connection with a criminal matter. The results will not serve as the basis for any grand jury, court or administrative proceedings against any individual. It is understood that no expert voiceprint testimony will be provided by the FBI Laboratory, and none is requested.

(Signed)

2. ☐ It is requested that no voiceprint examination be conducted in connection with the above case and that the submitted evidence be returned.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/26/2000 BY SP2AM/urf
MDR-16

	SENT	REC'D	ACK.
1966			
1967			
1968			
1969			
1970			
1971			
1972			
1973			
1974			
1975			
1976			
1977			
1978			
1979			
1980			
1981			

8-25 (Rev. 11-18-66)

	SENT	REC'D	ACK.
1936			
1937			
1938			
1939			
1940			
1941			
1942			
1943			
1944			
1945			
1946			
1947			
1948			
1949			
1950			

	SENT	REC'D	ACK.
1951			
1952			
1953			
1954			
1955			
1956			
1957			
1958			
1959			
1960			
1961			
1962			
1963			
1964			
1965			

8-25

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP2 RUM/MLT
MDR-16

UNITED STATES GOVERNMENT

Memorandum

TO : SAC

DATE:

FROM : Inspector

SUBJECT:

CI PCI TE PC

SI PSI EI PEI

137 -

134 -

170 -

The file pertaining to the above-captioned informant has been reviewed by the Inspection Staff, and the informant has been rated as:

☐ Excellent☐ Very Good☐ Good☐ Fair☐ Poor☐ Insufficient Data to Rate

10-16

You are referred to the appropriate survey for instructions as to those informants rated "Poor." If rated "Fair," this matter should be followed closely by you for 90 days. Specific assignments should be given the informant during this period. If, at the end of 90 days, no positive improvement is shown, the file should be closed. The Bureau should be advised of the action taken as to those informants rated "Fair," i.e., were they closed out or did they become productive.

Remarks:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP2 Rm/bmf
MDR-16

UNITED STATES GOVERNMENT

Memorandum

TO : SAC,

FROM : Director, FBI

SUBJECT:

DATE:

8-119

ReBulet to Albany dated 5/6/74 captioned "Interesting Case Write-up Program."

An Interesting Case write-up is requested on captioned subject. Refer to SAC Letters 65-5(E) and 70-17(A), and Part II, Section 6-D, of the Manual of Rules and Regulations for detailed instructions on the preparation of Interesting Case write-ups.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/26/2000 BY SP2 Rm/lmf
MDR-16

MEDIA CONTACT

Name:

Media:

Address:

Phone:

How Contact Made:

Date of Contact:

8-159 (Rev. 10-9-73)

DOJ/FBI

☒ External Affairs

8-159

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SPAN/inf
MDR-16

8-160

**ENCLOSURE AND/OR ENVELOPE
SENT TO MAIL ROOM**

**LETTER DATED _____
SENT TO DIRECTOR'S OFFICE**

~~4-638 (7-28-59)~~ 8-160

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2001 BY SP2 RUM/lmf
MDR-16

Date of Latest Inspection	Date of Latest Recheck	Ratings					
		PC & M	Investigative Operations	Administrative Operations	Personnel Matters	Applicant Recruitment Matters	Contacts

MEMORANDUM FOR DATA PROCESSING SECTION

ROUTE TO ROOM 6221 IDENTIFICATION BUILDING

SOCIAL SECURITY NUMBER

NAME

LAST

FIRST

MIDDLE

REPORTED TO

DIVISION

SECTION

UNIT

FROM

DIVISION

SECTION

UNIT

EFF. DATE

NOTE:THIS CARD SHOULD ONLY BE USED

- (1) WHENEVER AN EMPLOYEE IS RECEIVED FROM THE FIELD, ANOTHER DIVISION OR ENTERING ON DUTY.
- (2) WHEN AN EMPLOYEE IS TRANSFERRED FROM ONE SECTION OR UNIT TO ANOTHER WITHIN THE SAME DIVISION.
- (3) WHEN AN EMPLOYEE IS TRANSFERRED FROM FBIHQ TO THE FIELD.

FOR DATA PROCESSING USE ONLY

EFFECTIVE DATE	NEW				OLD		RESIDENT AGENCY		STATUS	INITIALS
	ACTION	WHERE WORKING	TITLE	CS CODE	WHERE WORKING	TITLE	FIELD OFFICE	RA CODE		
NW 55033	DocId: 32989613				Page 245					

C0 C0 C0 C0 C0 C0 C0 C0 C0 C0
C1 C1 C1 C1 C1 C1 C1 C1 C1 C1
C2 C2 C2 C2 C2 C2 C2 C2 C2 C2
C3 C3 C3 C3 C3 C3 C3 C3 C3 C3
C4 C4 C4 C4 C4 C4 C4 C4 C4 C4
C5 C5 C5 C5 C5 C5 C5 C5 C5 C5
C6 C6 C6 C6 C6 C6 C6 C6 C6 C6
C7 C7 C7 C7 C7 C7 C7 C7 C7 C7
C8 C8 C8 C8 C8 C8 C8 C8 C8 C8
C9 C9 C9 C9 C9 C9 C9 C9 C9 C9
55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
GLOBE 707325

O-2

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP8 RUM/hmf
MDR-16

0-4 (Rev. 11-19-64)

FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20535

DATE:

Re:

TO:

0-4

Invoice of Contents

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP2 ERM/lmf
m02-16

FBI File No.

All items listed above are contained in this package. A detailed
description of items will be found in Bureau communication dated

, #

FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20535

DATE:

Re:

TO:

O-4a

Invoice of Contents

- ☐ Crypt.-Trans.
- ☐ Document
- ☐ P & C
- ☐ Radio Engineering
- ☐ LFPS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP2 RMM/lmf
MDR-16

Special Instructions:

Mail Room: Show shipment date and registry number.
Shipping Room: Show shipment date; bill of lading number;
initial invoice; return to Section checked in block; after
initialing in block, invoice to be placed in administrative file.

FBI File No.

TO: SAC:

<input type="checkbox"/> Albany	<input type="checkbox"/> Houston
<input type="checkbox"/> Albuquerque	<input type="checkbox"/> Indianapolis
<input type="checkbox"/> Alexandria	<input type="checkbox"/> Jackson
<input type="checkbox"/> Anchorage	<input type="checkbox"/> Jacksonville
<input type="checkbox"/> Atlanta	<input type="checkbox"/> Kansas City
<input type="checkbox"/> Baltimore	<input type="checkbox"/> Knoxville
<input type="checkbox"/> Birmingham	<input type="checkbox"/> Las Vegas
<input type="checkbox"/> Boston	<input type="checkbox"/> Little Rock
<input type="checkbox"/> Buffalo	<input type="checkbox"/> Los Angeles
<input type="checkbox"/> Butte	<input type="checkbox"/> Louisville
<input type="checkbox"/> Charlotte	<input type="checkbox"/> Memphis
<input type="checkbox"/> Chicago	<input type="checkbox"/> Miami
<input type="checkbox"/> Cincinnati	<input type="checkbox"/> Milwaukee
<input type="checkbox"/> Cleveland	<input type="checkbox"/> Minneapolis
<input type="checkbox"/> Columbia	<input type="checkbox"/> Mobile
<input type="checkbox"/> Dallas	<input type="checkbox"/> Newark
<input type="checkbox"/> Denver	<input type="checkbox"/> New Haven
<input type="checkbox"/> Detroit	<input type="checkbox"/> New Orleans
<input type="checkbox"/> El Paso	<input type="checkbox"/> New York City
<input type="checkbox"/> Honolulu	<input type="checkbox"/> Norfolk

<input type="checkbox"/> Oklahoma City
<input type="checkbox"/> Omaha
<input type="checkbox"/> Philadelphia
<input type="checkbox"/> Phoenix
<input type="checkbox"/> Pittsburgh
<input type="checkbox"/> Portland
<input type="checkbox"/> Richmond
<input type="checkbox"/> Sacramento
<input type="checkbox"/> St. Louis
<input type="checkbox"/> Salt Lake City
<input type="checkbox"/> San Antonio
<input type="checkbox"/> San Diego
<input type="checkbox"/> San Francisco
<input type="checkbox"/> San Juan
<input type="checkbox"/> Savannah
<input type="checkbox"/> Seattle
<input type="checkbox"/> Springfield
<input type="checkbox"/> Tampa
<input type="checkbox"/> Washington Field
<input type="checkbox"/> Quantico

TO LEGAT:

<input type="checkbox"/> Beirut
<input type="checkbox"/> Bern
<input type="checkbox"/> Bonn
<input type="checkbox"/> Brasilia
<input type="checkbox"/> Buenos Aires
<input type="checkbox"/> Caracas
<input type="checkbox"/> Hong Kong
<input type="checkbox"/> London
<input type="checkbox"/> Madrid
<input type="checkbox"/> Manila
<input type="checkbox"/> Mexico City
<input type="checkbox"/> Ottawa
<input type="checkbox"/> Paris
<input type="checkbox"/> Rome
<input type="checkbox"/> Singapore
<input type="checkbox"/> Tel Aviv
<input type="checkbox"/> Tokyo

RE:

Date _____

0-7

☐ For information ☐ Retention optional ☐ For appropriate action ☐ Surep, by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources, ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA _____ dated _____

Remarks:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP2 Bm/lmc
MDR-16

Enc.

• Bufile

Urfile

Federal Bureau of Investigation

0-14

- ☐ 1. For your information, I am enclosing communications which may be of interest to you.
- ☐ 2. It will be appreciated if you will have the investigation conducted as requested in the enclosed memorandum and furnish the results.
- ☐ 3. No further investigation is contemplated with regard to this matter.
- ☐ 4. You will be advised of the pertinent developments in connection with this inquiry.
- ☐ 5. Please note change in caption of this case.
- ☐ 6. Status of case: ☐ Completed ☐ Incomplete

Director
Federal Bureau of Investigation

Enc.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP2 RUM/lmc
mae-16

Federal Bureau of Investigation

0-14e

Director
Central Intelligence Agency

BY CIA COURIER

ATTENTION: Director, Office of Security

- ☐ 1. For your information, I am enclosing communications which may be of interest to you.
- ☐ 2. It will be appreciated if you will have the investigation conducted as requested in the enclosed memorandum and furnish the results.
- ☐ 3. No further investigation is contemplated with regard to this matter.
- ☐ 4. You will be advised of the pertinent developments in connection with this inquiry.
- ☐ 5. Please note change in caption of this case.
- ☐ 6. Status of case: ☐ Completed ☐ Incomplete

Director
Federal Bureau of Investigation

Enc.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP2 RSM/kmf
MAR-16

Federal Bureau of Investigation

0-14f

Director
Central Intelligence Agency
Washington, D. C. 20505

BY CIA COURIER

ATTENTION: Deputy Director for Operations

- ☐ 1. For your information, I am enclosing communications which may be of interest to you.
- ☐ 2. It will be appreciated if you will have the investigation conducted as requested in the enclosed memorandum and furnish the results.
- ☐ 3. No further investigation is contemplated with regard to this matter.
- ☐ 4. You will be advised of the pertinent developments in connection with this inquiry.
- ☐ 5. Please note change in caption of this case.
- ☐ 6. Status of case: ☐ Completed ☐ Incomplete

Director
Federal Bureau of Investigation

Enc.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/12/2000 BY SP2 RLM/mf
MAR-14

Federal Bureau of Investigation

Assistant Chief of Staff for Intelligence
Department of the Army
USAINTA LNO (MIA-SO-L)
Room 1J073, Forrestal Building
1000 Independence Avenue, Southwest
Washington, D. C. 20314

0-14h

- ☐ 1. For your information, I am enclosing communications which may be of interest to you.
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Director
Federal Bureau of Investigation

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP2 AM/MT
MDR-14

Enc.

Federal Bureau of Investigation

0-14w

Director

National Security Agency

Fort George G. Meade, Maryland 20755

ATTENTION: ☐ Director of Security ☐ Customer Relations

- ☐ 1. For your information, I am enclosing communications which may be of interest to you.
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Director
Federal Bureau of Investigation

Enc. ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP2 RUM/UMF
mbr-16

0-14y

Federal Bureau of Investigation

0-14y

Commanding General
United States Army Intelligence Command
Fort Holabird, Maryland 21219

- ☐ 1. For your information, I am enclosing communications which may be of interest to you.
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP2 NM/mf
MDR-16

Director
Federal Bureau of Investigation

Enc.

DELETED

4-30-75

O-41

O-41 (4-15-56) * U. S. GOVERNMENT PRINTING OFFICE: 1972-455-949

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HEREIN IS UNCLASSIFIED
DATE 9/26/2006 BY SP2 RUM/mf
MDR-16

UNITED STATES GOVERNMENT

Memorandum

TO : Assistant Attorney General
Criminal Division

DATE:

FROM : Director, FBI

SUBJECT:

0-75

ELECTRONIC SURVEILLANCE

Reference is made to your memorandum dated

On the basis of identifying data provided by the Department concerning captioned individual(s), a review has been made of appropriate records. (He was) (They were) not the target(s) of an electronic surveillance nor were any of (his) (their) conversations monitored by an electronic device of the FBI. Further, this Bureau did not maintain any electronic surveillance on premises which were known to have been owned, leased, or licensed by the above individual(s).

It is suggested that other Federal investigative agencies be contacted to determine if they had coverage of the subject(s).

DELETED

4-29-75

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP2 ALM/lmf
mDR-16

12-64

AGENT AND SQUAD PERFORMANCE

OFFICE: _____ SQUAD: _____ PAGE: _____ PERIOD: _____

[illegible]

CLOSINGS FOR 3 MONTH PERIOD AS SHOWN				ABSENCES FOR 3 MO. PERIOD	STATISTICAL ACCOMPLISH- MENTS SINCE LAST INSPECTION (HDQTRS. AGENTS ONLY)				REMARKS
			AVER		CONV	F. S. & R.	FUGS	AUTOS	

[illegible]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2000 BY SP2 BMS/mf
MDR-16

UNITED STATES GOVERNMENT

Memorandum

TO :

DATE:

FROM :

SUBJECT:

12-12

Reference is made to Part II, Section 7B, 2a, (2), of the Manual of Rules and Regulations, which provides that advances granted for transportation costs must be accounted for within 45 days, and advances granted for transportation plus storage expenses must be accounted for within 75 days. It is pointed out that no exceptions can be made in connection with this policy.

Bureau records indicate that the above-captioned employee received an advance of funds in the amount of _____ on _____ which should have been accounted for no later than _____.

It is requested that you advise the above employee that immediate arrangements must be made to liquidate this advance.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/2006 BY SP2 Pm/maf
MDR-16

12-20

[illegible]

~~CONFIDENTIAL~~ RECEIPT

☐ Disbursement

Date _____

☐ Refund

Number _____

Received of _____

\$ _____
Amount

Purpose _____

12-19

☐ Approved

by _____

☐ Received

Payee _____

Return to: Assistant Director
Computer Systems Division

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12/20/2001 BY SP8AM/WH
MOR-16

Divisional Count of Employees as of 9:00 A.M.

on "Where Working" Basis

Division	Active Duty Employees by Assignment			Total MLWOP	Total SLWOP	Grand Total
	Agents	Clerks	Total			
Director's Office						
Associate Director's Office						
Identification						
Training						
Administrative						
Files and Communications						
Intelligence						
General Investigative						
Laboratory						
External Affairs						
Special Investigative						
Inspection						
Office of Legal Counsel						
Computer Systems						
Office of Planning and Evaluation						
TOTAL FBIHQ						
Field Clerks						
Field Agents						
TOTAL FIELD						
COMBINED TOTALS						

12-24

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/00 BY SP2 RUM/mt
MDR-14

Includes employees (Agents, Clerks) assigned to Records Section

Name:
Sex:
Race:
Birth date:
Height:
Weight:
Build:
Hair:
Eyes:
Complexion:
Scars & Marks:

Peculiarities:

Marital Status:
Relatives:

Nationality:
Birth place:
FPC:

FBI or PD No.:

SSN:

3-435 (REV. 10-30-59)

12-35

NW 55033 DocId:32989613 Page 266

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
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MDR-16

12-35

A handwritten number '121' on lined paper. The '1' at the top is a simple vertical stroke. The '2' in the middle is formed by a curved line starting from the left, looping around to the right, and then back down to the left. The '1' at the bottom is a simple vertical stroke.